*www.midhudsonmls.com*

# *Mid-Hudson MLS*

# User's Manual

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# Computer/Browser Settings

## Minimum System Requirements

- Pentium 2 or equivalent clone processor
- 70 MB of open Hard Disk space
- Internet Explorer 5.01. To check the version, go to Help then About Internet Explorer. You can download Microsoft Internet Explorer or the upgrade at www.Microsoft.com in the Downloads section.
- 64 MB of memory, more memory will provide better performance

## Computer Settings

For optimum screen viewing and function, you can set your display as described below. Check your computer manual or contact the manufacturer before making these changes. These changes will affect all windows programs.

- Go into Control Panel, select Display, then Settings.
- Monitor- 800 x 600 "screen area"
- Color- 16 bit (High/True Color)

## Browser Settings

### Toolbars

- Choose View from the browser main menu
- Select Toolbars
- Make sure Standard is checked.

### Home Page

Setting XMLSweb as your "Homepage"

- Launch the Internet Explorer browser. Go to your XMLSweb system website (URL)
- Find Tools on the Internet Explorer 5.01 menu and click on it to drop down the pick list.
- Choose Internet Options from the pick list.
- Find the Home Page section under the General tab.
- Click the button "Use Current".
- Finally click the OK at the bottom.

### Desktop

Creating an icon on the desktop for XMLSweb.

- Go to your XMLSweb site.
- Select File
- Select Send
- Select Shortcut to Desktop

### Favorites

Add your XMLSweb system to your Favorites.

- Go to your XMLSweb login page.
- From your browser menu, select Favorites
- Select Add to Favorites

### Text Size

- Choose View from the browser main menu
- Select Text Size
- Select Medium

### Printing Defaults

Setting your browser fonts & margins in Internet Explorer

- Choose *File* from the browser main menu and click on Page Setup.
- Delete any *Headers* and *Footers* that are displayed in these boxes.
- Set left and right margins to 0.5", top and bottom to 0.5".
- Print a Full Report on your printer and check and make sure that everything "fits" on the page. If not, go back and reduce your *Margin* and/or *Font* settings until it does.

### Menu Buttons

- **Forward → and Back ← buttons**
  Keeps track of the pages you've visited, and to get quick access to ones that you saw several pages ago without having to browse through the others. After you've browsed a few web pages, you can click the arrow next to the *Back* or *Forward* buttons to display a list of the pages you've just viewed, simply click the link you want and the browser re-displays that page.
- **Stop**
  The preferable method of stopping in the middle of a page down-loading so that you can move on to another task or try to re-download the page. Your browser's memory likes this much better than just "jumping" to another page using the Back button or Menu functions.
- **Refresh**
- First thing you should try if the page "stalls" while downloading. The Refresh button will take you back to the Desktop. Click the right mouse button on the page then select refresh.

# XMLSweb™ Login

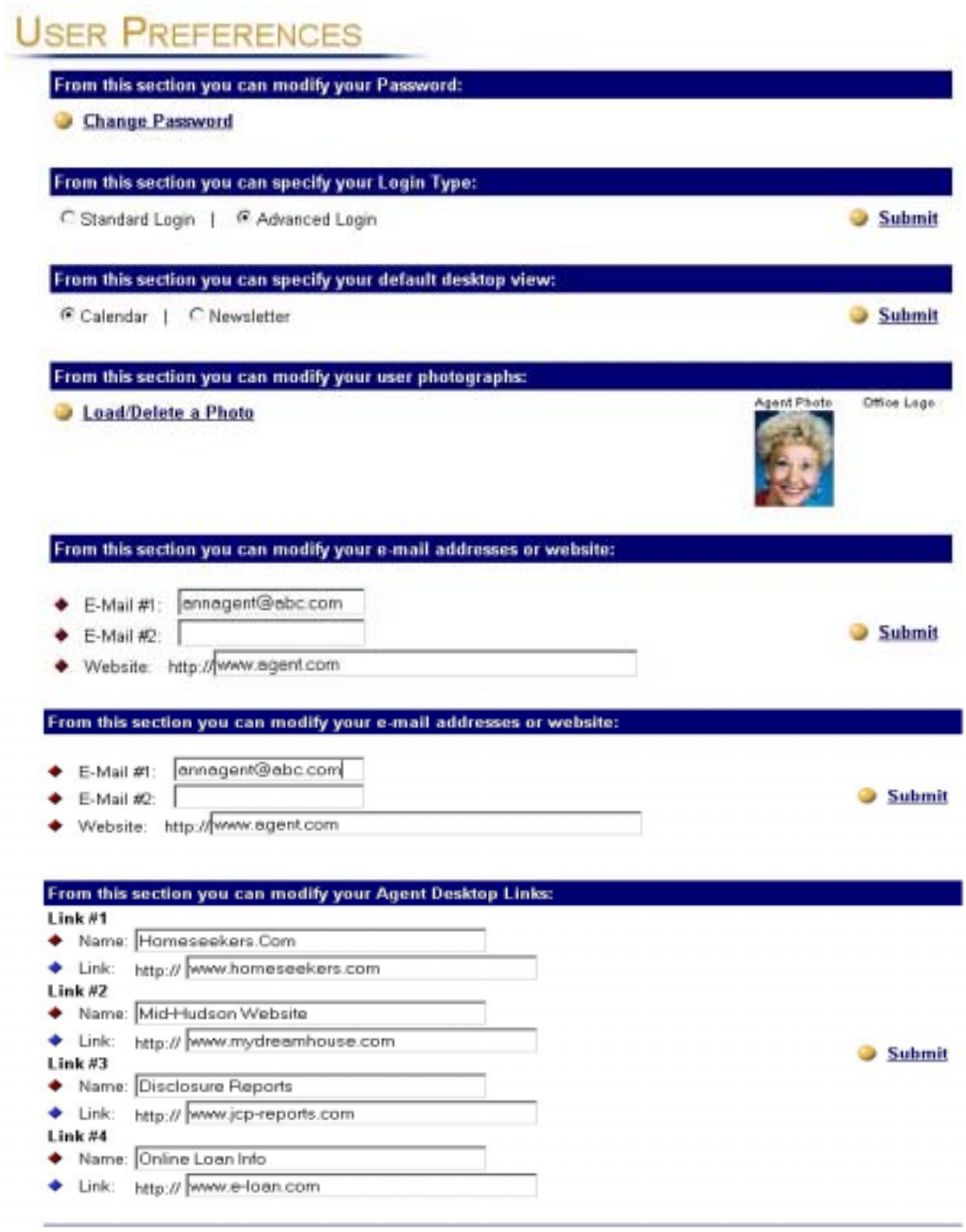
All users must **login** to use the XMLSweb™ System. Type in your Public ID and Private ID, then hit Enter or click the Access Account button.

Welcome To
MID-HUDSON
MULTIPLE LISTING SERVICE
"WE CHOOSE TO LEAD"
Public ID:
3456
Private ID:
Access Account
For best results, your font settings for Windows and Internet Explorer should be set to the defaults. In the case of Internet Explorer, click the "View" menu and select "Text Size". This should be set to "Medium". Windows should be set for "Small Fonts".

- Regulates and permits access to the XMLSweb™ intranet site.
- Public ID is your Member ID (four digit code).
- Private ID is your Password.

***The first time you log into XMLSweb you will get this message prompting you to set your personal preferences.***

Microsoft Internet Explorer
This is the first time you have logged into Mid-Hudson XMLSweb(tm).
Take a minute to set your personal preferences to provide the best user experience possible.
You may choose the default start page when you log onto the system and the login type.
The "Advanced" login type enables all available features. "Standard" limits available features to those most used.
Please take a moment to verify your e-mail address.
OK




- Password is a 20-character field.
- Advanced Login gives you all options on the Menu Bar; Standard eliminates some Search and Toolkit functions.
- Choose to have your calendar or newsletter appear on your “home page.”
- Load or Delete your agent photo or office logo.
- Enter you e-mail address and it will be added to your member record and agent roster.
- Add useful website links to your “home page.”

***You must click submit by each section in order to record the change!***

# Menu Bar

The Menu Bar at the top of the page displays the various functions from which you can choose. The Menu Bar is available on every screen allowing you to select a new function at any time.

# Desktop

Agent Desktop is the "home page" for XMLSweb and is the first page displayed after login. The agent can select either the Calendar or Newsletter as their default "home page" by accessing User Preferences under Toolkit on the menu bar.

- **Calendar**

Contains notification of new and changed listings that match your prospect and/or hotsheet criteria, notification of listings expiring in 7 and 14 days, a personal calendar, task manager, MLS information and user controlled *links* to useful websites.

- **Newsletter**

Includes mini-articles and links to other sites added by the MLS.

## Search

Link to various MLS search functions.

- **Quick MLS**

Perform a search by using the most frequently used criteria.

- **Advanced MLS**

Perform a property search with all available criteria.

- **Street(s)/Address**

Search by specific address, street ranges, or entire streets.

- **MLS#**

Search up to 40 MLS numbers.

- **Hotsheet**

Search for all updates in the market.

- **History**

Search the history of a property by MLS#, Tax ID, Street Number and Name.

- **Open Houses**

Search for properties in the system that will be open to the public.

- **Broker/MLS Tour**

Search for properties on the MLS preview tour.

## Prospecting

- **Matches**

  Displays your current prospecting search matches.

- **Reverse**

  Allows you to reverse prospect with certain criteria or MLS number.

- **Add New Prospect**

  Enter new search criteria and personal information for your new prospect.

- **Change Criteria**

  Change search criteria for an existing prospect.

## MLS Roster

Locate pertinent information about an agent or office.

- **Agents**

Locate agent information by entering name or Public ID.

- **Offices**

Locate office information by entering office name, office code or zip code.

## Toolkit

- **Contacts**

Input confidential information for new clients, prospects and contacts.

- **Flyer**

Create a professional looking flyer you can print or e-mail to your client.

- **MLS Calendar**

Calendar of training sessions and MLS activities.

- **E-Card**

**Create/Edit** - Allows you to create and maintain an electronic business card.
**View** - View your electronic business card.
**Remove** - Remove your electronic business card.

- **Forms & Documents**

Access forms and documents created by the MLS.

- **Export**

Allows you to define and export a set of listings.

- **Bulletin Board**

A message center for the entire MLS.

- **Sent E-Mail Log**

Keeps a record of all e-mailed documents sent to clients.

- **Statistics**

Analyzes the MLS data to provide reports on the market.
**Market Share (Agent)**
Calculates agents share of the market.
**Market Share (Office)**
Calculates office share of the market.
**Market Stats**
Displays current market trends by category and area(s).

- **User Preferences**

Modify your login name and password, login type (standard or advanced), default desktop view, load photos, modify your e-mail addresses and website, and maintain your agent desktop links.

- **Bug Reporting**

Report problems in the system in detail to your MLS.

## Back Office

- **Site Admin**

**Load/Delete a Photo**
Load or delete an agent, flyer and subject property photo or office logo.
**Add MLS Photos**
Add photos for listings or copy a photo from one listing to another.

- **Inventory**

View all of your listings by status. The broker/office manager may view the inventory for the whole office.

- **Listing Load**

Add and maintain your listings.

## Logoff

This will end the on-line MLS session and will return you to the login page.

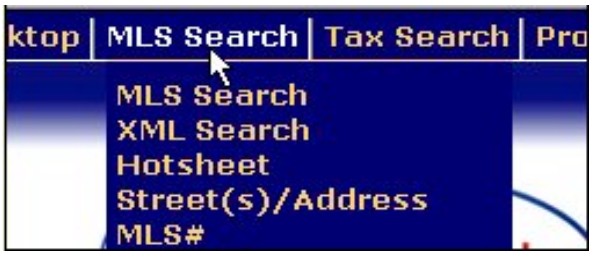
## Help

View help for Login, Desktop and MLS Search functions.

# Search Criteria Selections

## Menu Bar

- Place your mouse pointer over the menu item and a drop-down pick list will appear. Click on the desired function.




## Drop Down Pick List

- Item lists where only **one** item may be selected.

## Pick List

- Item list where **more than one item** may be selected from an information table. Make the first selection with a simple left-mouse click. To choose more than one item, hold down the <**Ctrl**> key while left-mouse clicking on the additional items.

## Numbers and Dates

- Enter a number as the first range value and leave the second number blank to search for this number or greater.
- Enter a number as the second value range and leave the first number blank to search for this number or less.
- Enter the same number in both the first and second range values to search for this exact number.

## Checkboxes

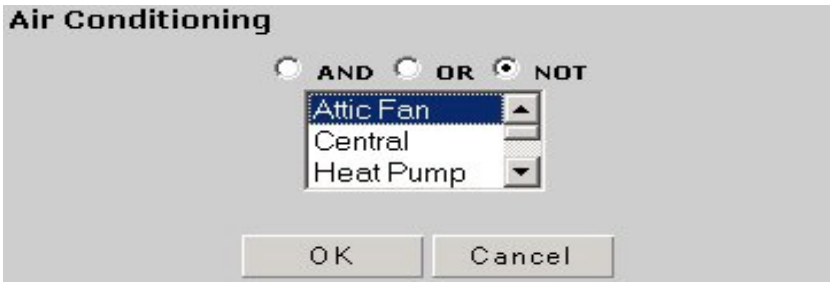
- Limited number of items where **more than one** can be selected.

## Yes/No/N/A

- Items indicated with Yes/No.

## Negation

- For multiple choice feature selections, you can specify that listings **do not** include the selected feature.




## Text

- Exactly – Map coordinate is exactly 656B
- Starts With – Street Name starts with Summer
- Contains – Remarks contains the word “Fix”
-

# Desktop

Desktop is the “home page” for XMLSweb™ and is the first page displayed after login. You can select either the Calendar or Newsletter as your default “home page” by accessing User Preferences under **Toolkit** on the menu bar.

## Newsletter

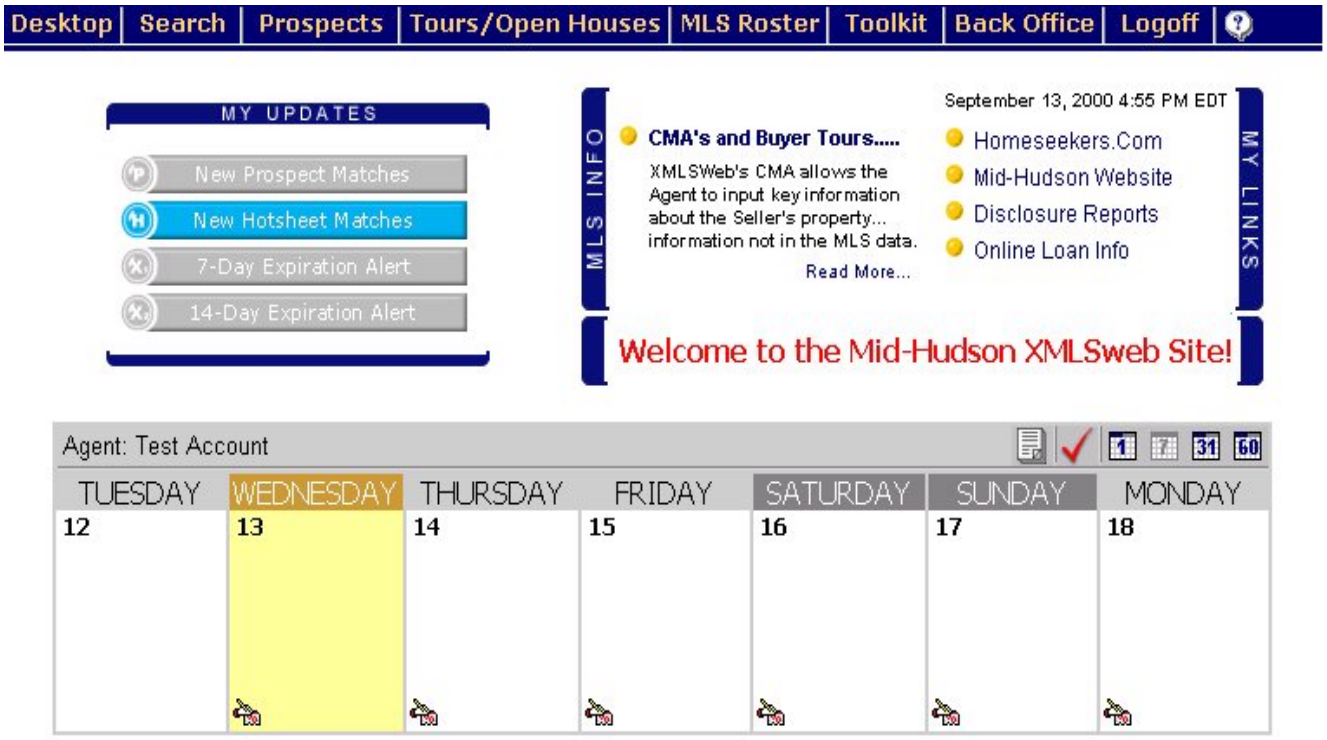
The Newsletter includes mini-articles and links to other sites added by the MLS.

XMLS web
Agent Desktop
Welcome back Developer Account
This Site is Under Construction
Many things are changing and there are sure to be little errors here and there. Watch for recurring bugs.
If you see a bug that recurrs every time you visit the site, bring it to the appropriate person's attention. Some things are obviously being worked on right at that moment but some things get overlooked.
CMA's and Buyer Tours.....
Check out the CMA and Buyer Tour functions.
XMLSWeb's CMA allows the agent to input key information about the Seller's property (which isn't in MLS) and then use it throughout the pricing analysis. The subject is lined up head-to-head with the comps so the Seller can compare "apples-with-apples". The suggested price is overlayed on all statuses chosen (A,P,S,X, etc.) so the Seller can see if his pricing "fits" the current market. In this way the agent can give the Seller "good" information to make an informed pricing decision. If you have a digital camera the subject property photo can be uploaded using a simple 3-step process.
E-Card and Market Statistics
The "E-business" card provides an agent with a way to show their clients that they are Internet "enabled" both from a marketing and service perspective.
The "Market Stats" function allows an agent to answer the customer's question, "How's the market doing?" It allows them to designate the Area, Price-range, Property type, and the number of months back to look for "Comps". Then it measures key factors like the total number of properties listed & sold, their dollar volume & average DOM, the Min-Max, Median and Average prices, etc. on a month by month basis. It shows Sellers and Buyers how the market is "really" performing in their price range. Thus, the agent is providing their client "good" information so that they can make an informed decision.
HomeSeekers.com

# Calendar

The calendar page contains notification of new and changed listings that match your prospect and/or hotsheet criteria, notification of listings expiring in 7 and 14 days, a personal calendar, task manager, MLS information and user controlled links to useful websites.

The personal calendar allows you to schedule and track your own tasks. You can add, change and delete tasks from the calendar. Calendar views include a 1, 7, 30, or 60-day calendar. Click on the red check to access the task manager where you can input a description of the task, due date and time, priority level, client notes, etc.

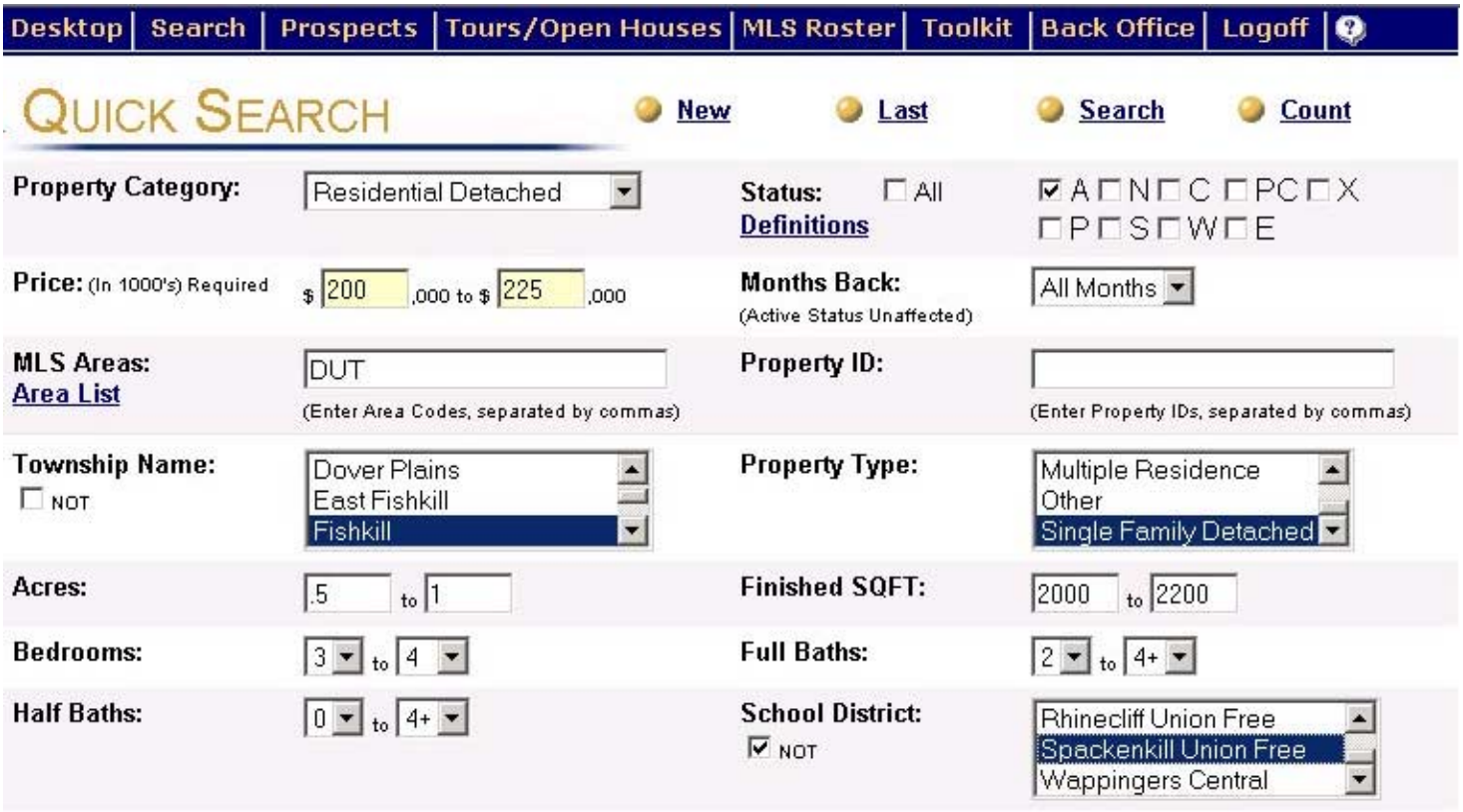



- **"My Updates" Indicators**
  A visual announcement of new and changed MLS information relevant to your clients, listings and personal market area. A *colorized* icon indicates new information has arrived. A gray icon means there is no new information in that category. Just click on the link to view the new information.
- **"MLS Info"**
  This area allows for communication between the MLS and its members. There is a headline and a short blurb regarding the subject matter. The *Read More*…link connects you to the article or web page in question.
- **"My Links"**
  These are user-controlled *links* to useful websites that are built or modified in the Agent Preferences section. Use the *Name* input box to give your link a familiar name. Use the *Link* input box to type in the appropriate web address.
- **Desktop Calendar**
  To make a new calendar entry, click on the edit icon in the lower left corner of the day in question. Fill in the calendar detail input box and click on Save. Appointments are automatically linked to the calendar detail input box for ease of editing.
- **Task Manager**
  Click on the red check to access the task list. Click on the "Click here to add New Task" link, which will take you to the input box. You can then type in a description of the task, due date and time, priority level, client, notes, etc. When you finish entering a task, click on the *Save/Close* button.

# MLS Search

## Quick MLS

To perform a Property Search, place your mouse pointer over the “Search” menu item and then click on “Quick MLS” from the drop-down pick list. “Quick Search” contains the most frequently used criteria. It incorporates the search fields that let you create CMA’s, Buyer’s Tours or perform general searches in a fast and efficient manner. For your convenience, “Last” Quick Search automatically loads the last search that you completed.




### Property Categories

### Status Code Definitions

- Choose the desired Property Category using the pick list. Each Property Category has its own specific search screen and reports. Only one property category can be chosen (or All).
- Choose the Area(s) using the area pick list.
  *-Remember the first area is chosen with a simple left-mouse click. To choose more than one area, the <Ctrl> key must be depressed while left-mouse clicking the additional areas.*

- Enter the desired **Price** range (required). The price units are in thousands, therefore, you only need to type “200”, for example. The default values are “0” to “9999.
- Click on as many **Statuses** (required) as desired or simply select All. Click on Definitions for an explanation of the status codes.
- **Bedroom** and **Bathroom** ranges are two sets of drop-down boxes. Enter the number of bedrooms and bathrooms that you desire.
- **Sold Months Back** is used for CMA’s. This limits how far back the system will look for sold comparables and include them in the search results.
- Most all criteria can be selected from pick-lists.
- **“Not”** allows you to eliminate a field. Your client may want a backyard pool, but wants to remove all listings with above ground pools. “Not” will exclude these listings from your search results.
- Click on **Count** to see the number of matches found. There is a “300” match limit in the system.
- Click on the **Search** button to initiate the search.

The **Search Results** page shows you the properties that meet your search criteria.

**Search Results Screen**

Desktop | Search | Prospects | Tours/Open Houses | MLS Roster | Toolkit | Back Office | Logoff
SEARCH RESULTS
Check All
Checked
Print
UnCheck All
Show All
Print Help
Select a report:
- Revise Search -
GO
Specific order
Residential Detached
8 Total Matches
Active
ML# List Ofc Address List price BR F/H YrBlt Finished SQFT Area
2110505 SERLFK 35 FLOWER HILL RD $550,000 4 3/1 1950 3900 DUT
108589 TELAPA 8 BIRCH HILL RD $575,000 5 3/1 1985 3000 DUT
108564 WCRTFK 237 ROMBOUT RD $575,000 5 3/1 1979 4500 DUT
3110127 SERLLG 24 MICHAELS $579,000 4 3/1 2000 3940 DUT
110640 PAULRH 85 ASTOR DR $585,000 4 4/0 1970 4700 DUT
1105625 CRONML US 44 $585,000 6 3/2 1850 4000 DUT
109881 AWRDTP 5 HAMLET WAY $595,000 5 6/1 1989 3307 DUT
4105469 GURNML DOWNING RD $595,000 4 3/0 1823 3200 DUT
8 Active
© Copyrighted by MID Hudson MLS, 2000 - All information, regardless of source, including square footages and lot sizes, is deemed reliable but is not guaranteed and should be verified by personal inspection by and/or with the appropriate professional(s).

- You can select the individual properties that you want to view by clicking the checkbox next to the appropriate listing. Only the "checked" properties will be included in the report output.
- All properties can be checked and unchecked by clicking the **Check All** or **Uncheck All** buttons, respectively.
- By clicking the **Checked** button, all unchecked properties will be eliminated from the screen.
- The **Show All** returns all properties back to the screen.
- The List Price may also appear in red or green. Red indicates the price has been increased and green indicates the price has been reduced from the original list price.
- Clicking the **"T"** button will link you to the tax data.
- By moving your cursor over the **"i"** button, the ""more information" box will appear with additional information about the listing. You can also click on this link to show the additional information
- Clicking the **"H"** link will show the history record for the property.
- Clicking the **"M"** button will link you to a map program displaying the listing on a map.

# Report Definitions

There are a variety of reports to choose from including **client** reports, which eliminates certain listing information. Any **client** or **CMA** report can be **e-mailed** to your client. Only the "checked" properties will be included in the reports. Select the desired report from the pick list and click **GO**.

**Revise Search** – Returns you to the previous search screen with last search criteria intact.

**Agent Full** – Includes all listing information input into the system with a photo.

**Agent Full No Photo** – Includes all listing information input into the system without a photo.

**Agent Medium** – Medium size report with a photo that prints two to a page.

**Agent Medium No Photo** - Medium size report without a photo that prints two to a page.

**Agent Short** - A summary of the listing information with a photo.

**Agent Short No Photo** - A summary of the listing information without a photo that prints four to a page.

**Client Full** - Eliminates realtor issues (Listing Status/Office and Compensation Information) from the report.

**Client Medium** – Medium size report with a photo.

**Client Short** – A summary of the listing information with a photo.

**CMA Advanced** - Produces a variety of CMA reports using your market knowledge.

**CMA Standard** – A simple four-step process that creates a professional CMA that includes five reports.

**Tax Full** – Includes all tax information.

**Tax Short** - A summary of the tax information.

**Tax Address Labels -** A great farming tool. Designed for Avery 5160 labels.

**Export** – Allows you to define and export a set of listings in ASCII text, comma delimited format (.csv).

**Statistics** – Shows High, Low and Average for List Price and Days on Market.

**Summary** – Shows Average List Price, DOM, Square Feet and Price per Square Foot for selected properties.

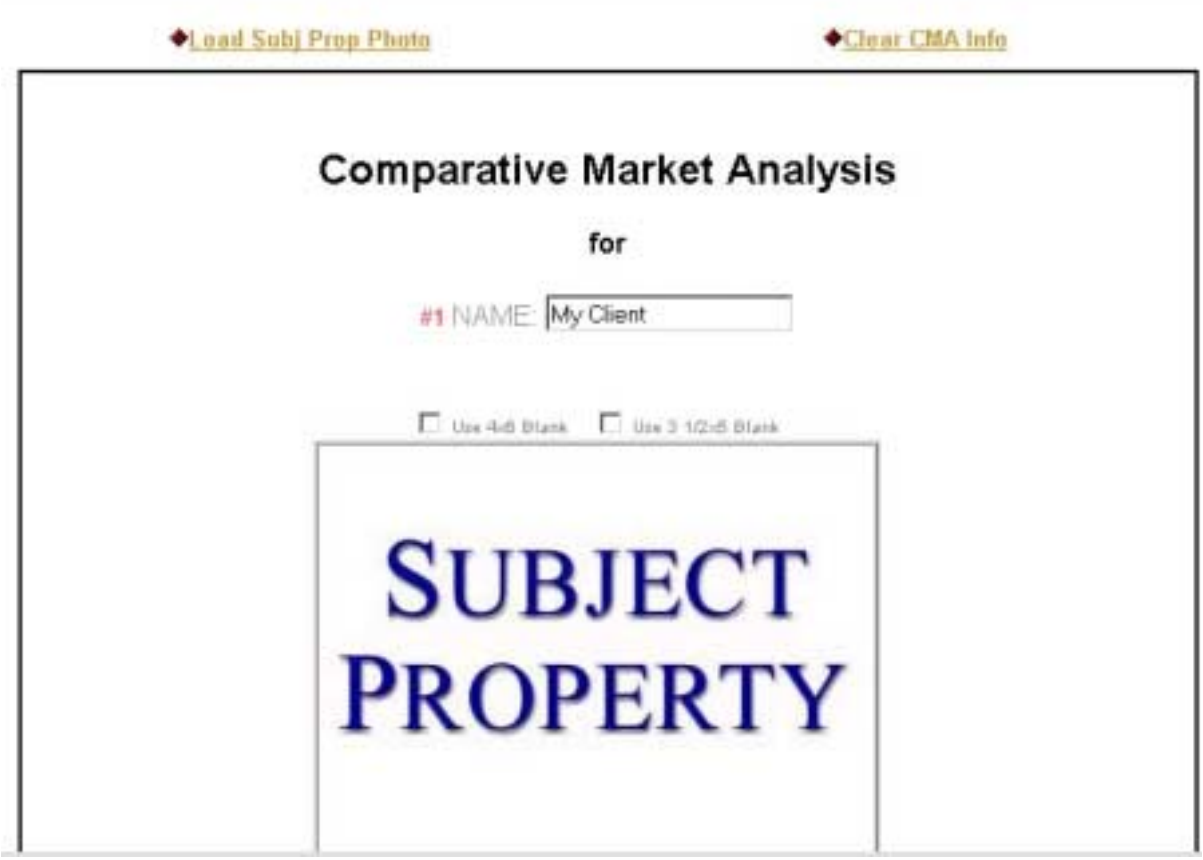
# CMA Reports

The XMLSweb™ offers two variations of the Comparative Market Analysis (CMA) report, a **Standard CMA** and an **Advanced CMA**. In order to perform a CMA, you must first search for comparable properties by doing a Quick or Advanced MLS Search.

### *Standard CMA Input*

Following the selection of comparable properties, a simple process provides a professional CMA report that contains five (5) different sections titled CMA Report, CMA Photo Report, CMA Comparison, CMA Summary and CMA Scatter Graph. Select CMA – Standard and click **GO**. The CMA report template will appear.

- You can elect to **Load the Subject Property Photo** or **Clear the CMA Info.** The CMA photo wizard will appear if you choose to load a photo and simply follow the procedure.
- #1 - Enter the client's **Name**.
- #2 - Enter **Subject Property Address**.
- #3 – Enter **Suggested Price**.
- #3.5 – Check **Input Subject Info** box for the next screen where you can add additional information such as features and comments regarding the subject property.
- #4 – Click **Create CMA.**



You can choose to print all of the CMA reports along with the cover page.

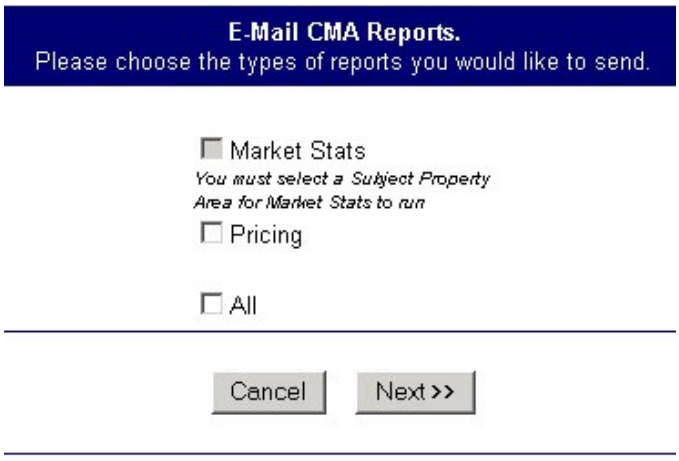
## Advanced CMA

This report provides additional capabilities from the Standard CMA. Select CMA – Advanced and click **GO**.

### *Advanced CMA Input*

- **Statistics on Selected Properties** – are calculated by the system from the listings that you selected.
- **Add Subject Property Photograph** – this will launch the CMA photo wizard. Follow the steps to include a photo of the property.
- **Pricing the Property** – enter the descriptions of the Additions and Subtractions with the appropriate amounts.
- **Calculate Adjustments** – click and Target Price, Minimum and Maximum Price will calculate.
- Determine a **Suggested List Price** and enter in the appropriate box. Do not use commas or decimals.
- **Subject Property Information** – enter all pertinent information on this screen by typing or selecting from the pick-lists. This information will then be displayed throughout the various CMA reports.
- You can then choose to **Save** or **Clear All CMA Info**.

- After all of the information has been entered, you then have the options to **Print Cover** (cover page), **E-Mail** the CMA reports to a client or **Batch Print**, which lets you choose the report(s) that you want to print.

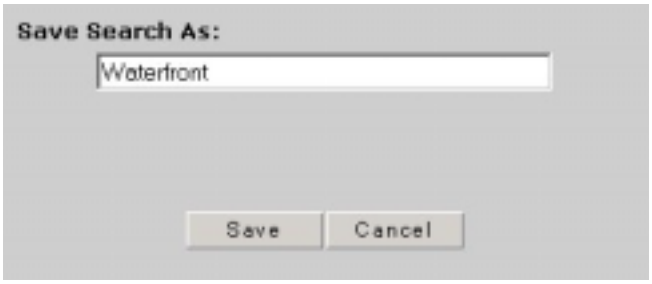

E-Mail CMA Reports.
Please choose the types of reports you would like to send.
Market Stats
You must select a Subject Property Area for Market Stats to run
Pricing
All
Cancel
Next >>

# Advanced MLS

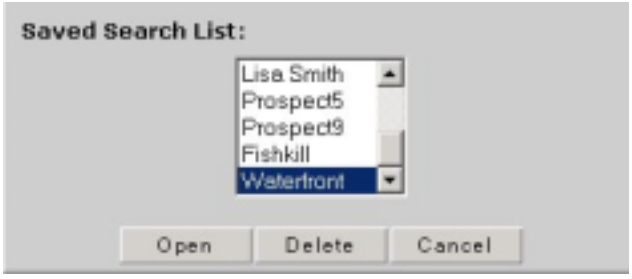
An advanced MLS search includes all the data fields available for the chosen property category.

- You can do a New Search, restore the Last Search, and get a Search from a list of your Saved searches or Save the search.
- The search criteria will display as it is added. You can highlight the line of criteria and edit or remove it.
- Click Count and the number of listings found will appear in the box.
- Click on Search to get your search results.

- Click on Save As to store your search criteria. Type a name for your search and click Save.



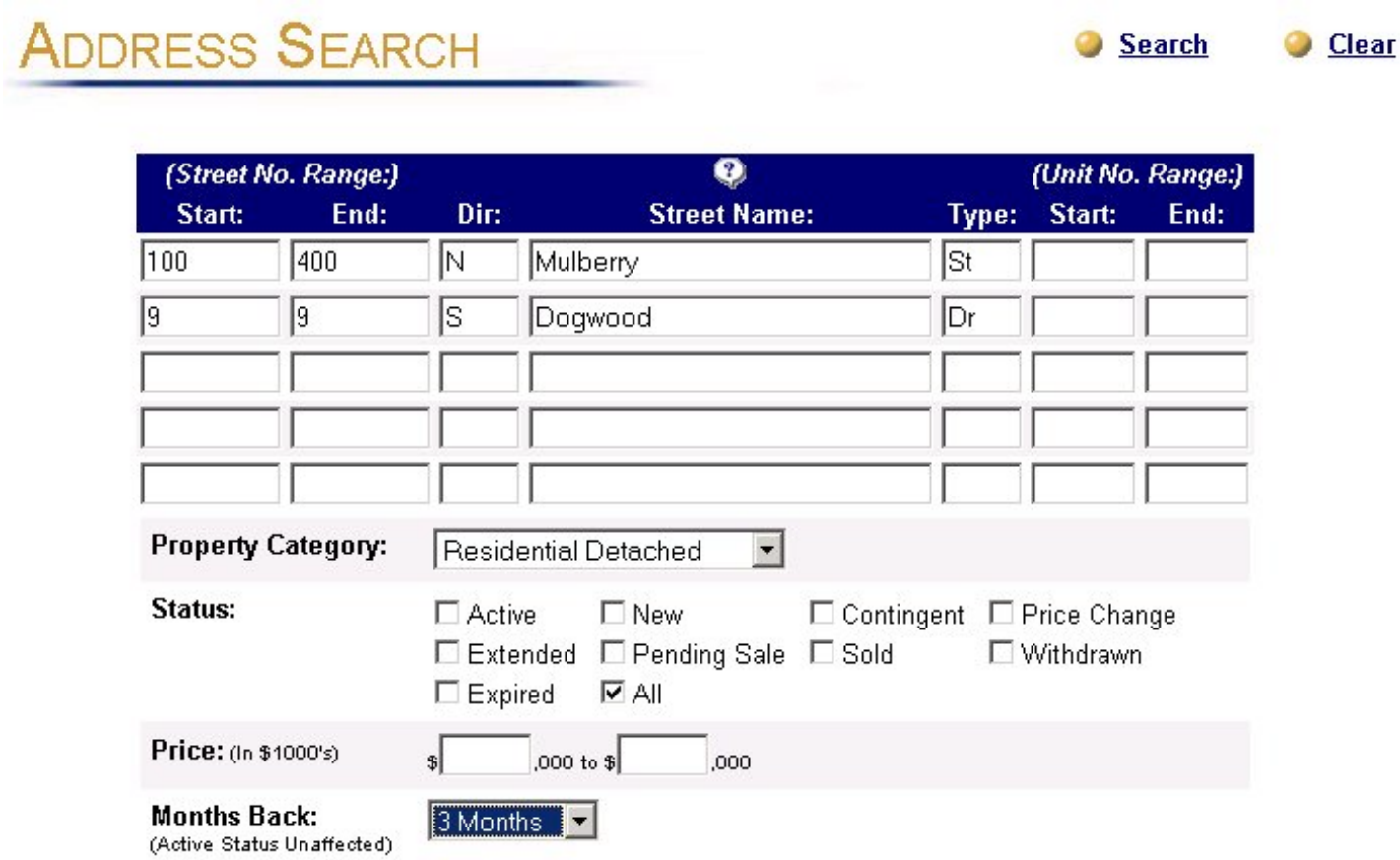

- Click on Save to open your list of saved searches. Highlight the desired client or saved search and click Open. The criteria for that client will automatically fill in. You can then proceed with your search.



## Street(s)/Addresses

Address Search allows you to search for properties by the exact address, range of addresses or the entire street. Street Address is a "starts with'' search. For example, if you type "wat" in street name, listings on *Water, Waterbury Hill* and *Watson* will appear. Up to **five** streets/addresses can be entered.

- For a **specific address**, enter the same number in the Start and End box along with the Street Name. Direction, Type (Rd, St, Av) and Unit No. Range can also be added.
- To search for a **range of addresses**, enter the desired numbers in the Start and End boxes, Street Name, etc.
- To search for properties for an **entire street**, type in Street Name only. Include Direction and Street Type if needed.
- Property Type, Status, Price Range, and Sold Months Back can also be included in your search criteria.
- Click on **Clear** to do another address search.

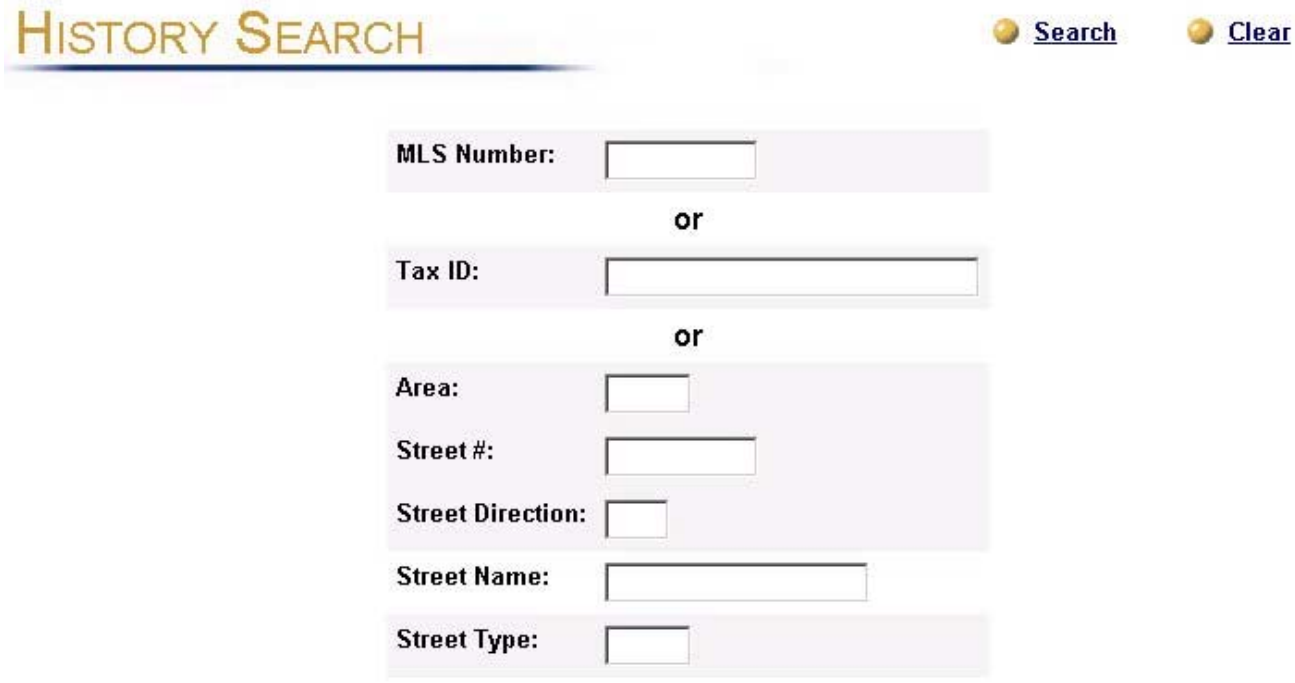


# MLS#

Select a Property Category or All. (Please note that the MLS#'s are linked to their property category. Therefore, if you enter a Land MLS# and have Residential Detached selected, you will not find the listing.) Enter up to **40** MLS numbers using the Tab key to move between boxes. Click on **Search** for the one-line summary format.

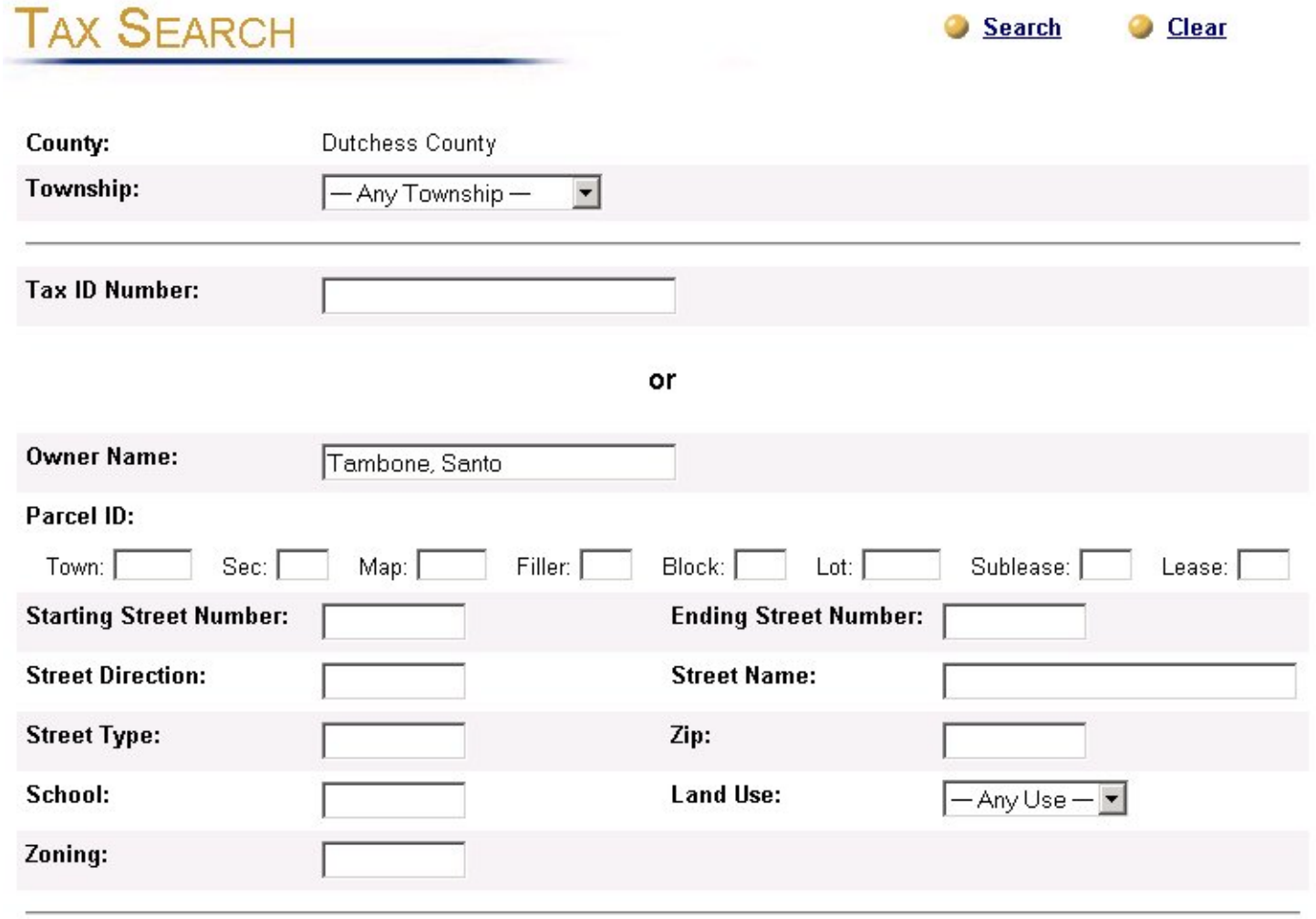
## MLS History

History gives you all the **status** changes on a property, as well as **price change** information. You can search for a property by MLS Number, Tax ID, and Address.



# TAX

Property tax information can be searched by Tax ID Number, Street Address, Owner Name, Land Use, etc. Township can be selected from the drop-down pick list. Enter the criteria and click on Search. To initiate a new search, Clear the previous criteria. Address Labels can also be printed from your tax search.



# Hotsheet

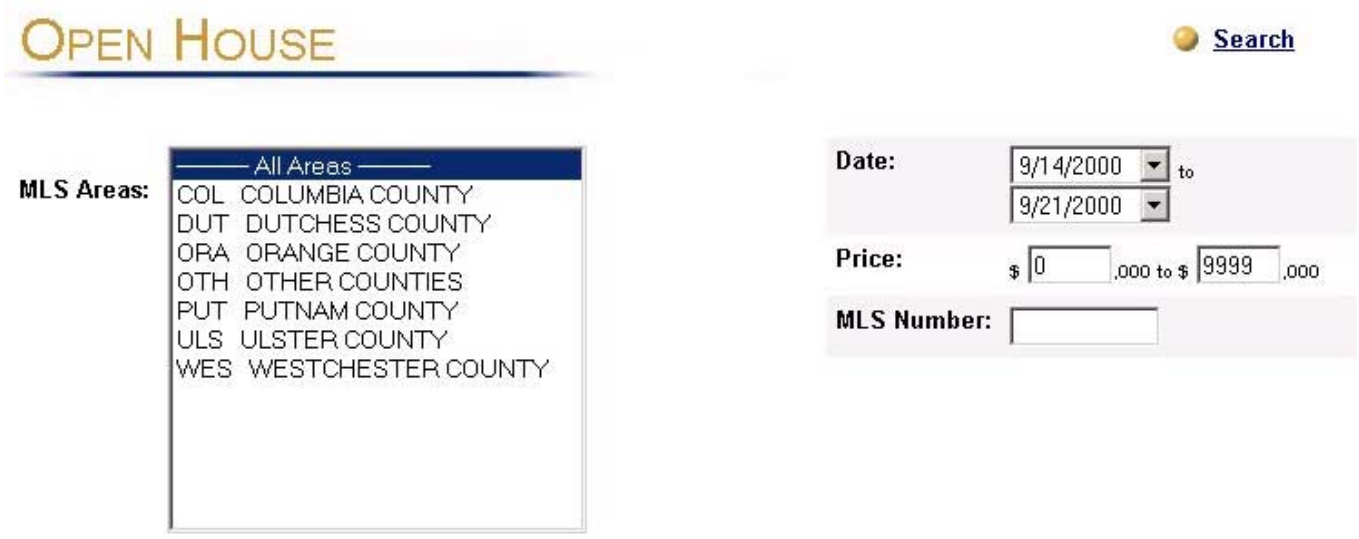
A Hotsheet gives you all of the recent **listing activity** by a selected date range up to 14 days back. You can also include Area, Status, Property Type, Price and Office Code in your search criteria.

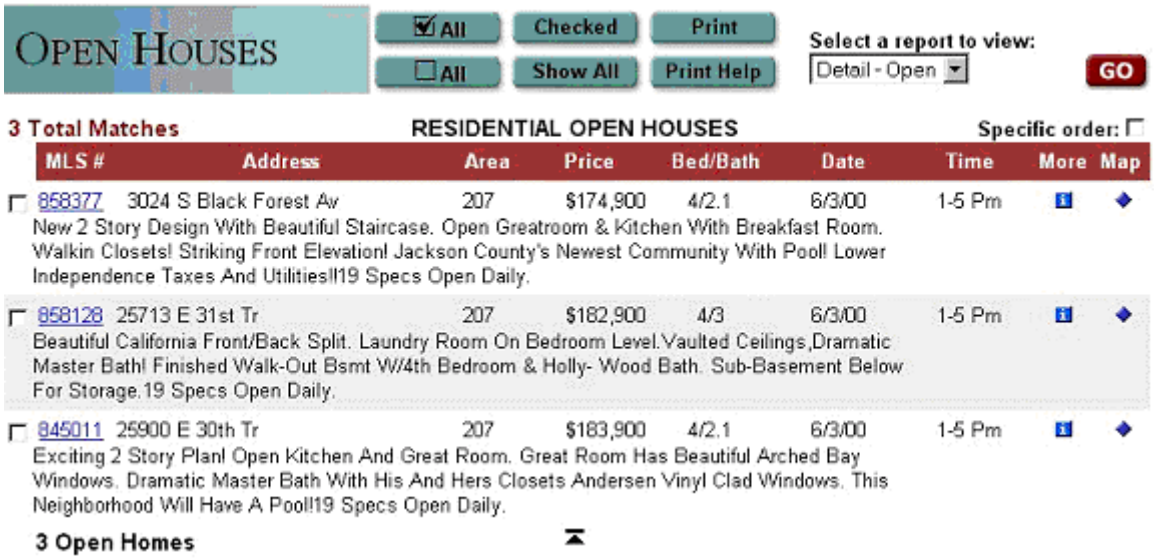
- You can elect to store your Hotsheet criteria by clicking on Save. You will then be notified on your Calendar page of any new listings that meet your criteria.
- To delete your saved Hotsheet, simply click on Delete Saved.
- The system will show you the last date and time you viewed your *saved hotsheet* results.
- Click on the Search button and the Hotsheet results will be returned in a summary format by status.

# Tours/Open Houses

## Open Houses

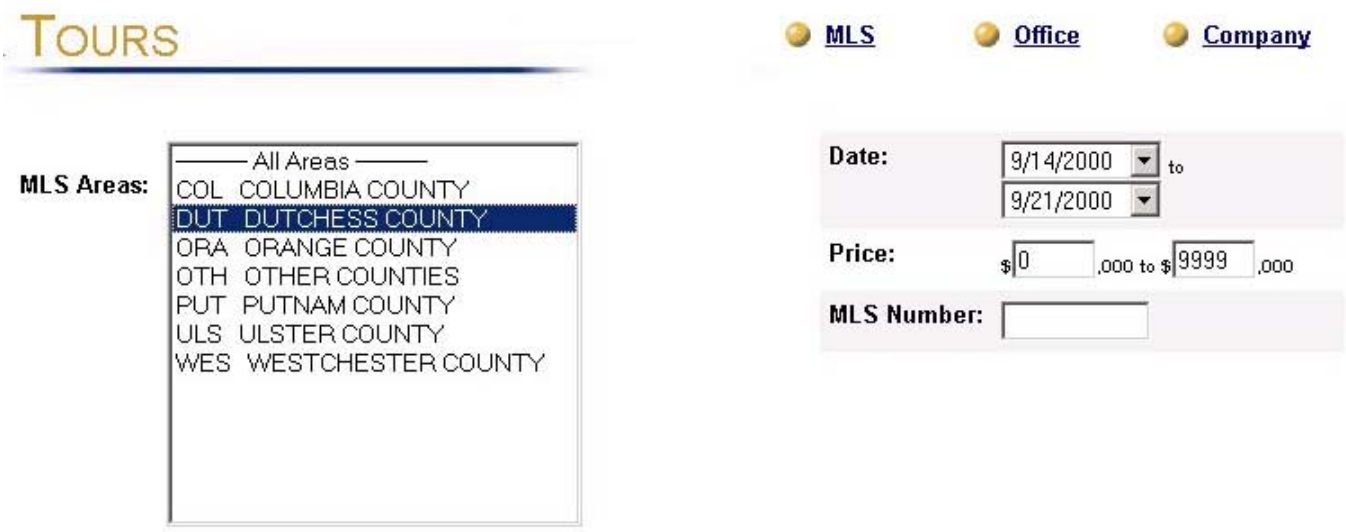
Preview upcoming houses open to the public. You can search by Area, Date, Price Range, or MLS Number. Date will always default to the current day you are logged in with the ability to search for open houses up to 30 days in advance from the drop-down list. Click on **Search** to view the results.





OPEN HOUSES
All
Checked
Print
All
Show All
Print Help
Select a report to view:
Detail - Open
GO
3 Total Matches
RESIDENTIAL OPEN HOUSES
Specific order:
MLS # Address Area Price Bed/Bath Date Time More Map
858377 3024 S Black Forest Av 207 $174,900 4/2.1 6/3/00 1-5 Pm
New 2 Story Design With Beautiful Staircase. Open Greatroom & Kitchen With Breakfast Room. Walkin Closets! Striking Front Elevation! Jackson County's Newest Community With Pool! Lower Independence Taxes And Utilities!!19 Specs Open Daily.
858128 25713 E 31st Tr 207 $182,900 4/3 6/3/00 1-5 Pm
Beautiful California Front/Back Split. Laundry Room On Bedroom Level.Vaulted Ceilings,Dramatic Master Bath! Finished Walk-Out Bsmt W/4th Bedroom & Holly- Wood Bath. Sub-Basement Below For Storage.19 Specs Open Daily.
845011 25900 E 30th Tr 207 $183,900 4/2.1 6/3/00 1-5 Pm
Exciting 2 Story Plan! Open Kitchen And Great Room. Great Room Has Beautiful Arched Bay Windows. Dramatic Master Bath With His And Hers Closets Andersen Vinyl Clad Windows. This Neighborhood Will Have A Pool!19 Specs Open Daily.
3 Open Homes

# Broker/MLS Tour

Preview upcoming houses on the MLS Tour up to 30 days in advance. You can search by Area, Date, Price, or MLS Number. You also have the option to search for tours within just your **Office** or **Company**. Click on **Search** to view your results.



TOUR
All
Checked
Print
All
Show All
Print Help
Select a report to view:
Detail - Photo
GO
3 Total Matches
RESIDENTIAL TOURS
Specific order:
MLS # Address Area Price Bed/Bath Date Time More Map
862483 10308 W 49 St 315 $146,950 3/3 5/30/00 Lb 10-1:30
New Ext & Int Paint, Gas Ran./Oven, Roof 94 (All Per Seller) Enjoy The Dec K That Surrounds The Pool! Large Rec Room In Bsmt W/Wet-Bar & Full Bath. Convenience Of 1st Flr Laundry, Woodburning Fp, Cedar Closet, OversizedLockbox 10-1:30
862687 6446 Chouteau St 315 $149,500 3/2 5/30/00 Lockbox
This Home Is Well Cared For! Great Room With Vaulted Ceiling & Corner Fp, Kit/Din Overlook Great Rm. Mbr With Dbl Closets, Bsmt Bonus Rm 19x11 Part Fin & Stubbed For 1/2 Ba. Sub-Bsmt/Excell For Storage. Interior Recent PntRetour Lockbox 10-2
875551 6805 Red Oak Dr 315 $225,900 4/2.1 5/30/00 10-2 Lb
This Wonderful Home Has Been Babied! Great Curb Appeal*Daylite Walk-Out Bsmt W/2nd Frpl/Stub-In*Beaut.Kitch.W/Multiple Pantries&Cabs+Brkfst/Sunrm*Deck W/ Gas Hookup For Grill*Private Wooded Lot*Awesome Brick Wbfp Flanked By Blt-InKey Lb 10-2
3 Tours

# Prospecting

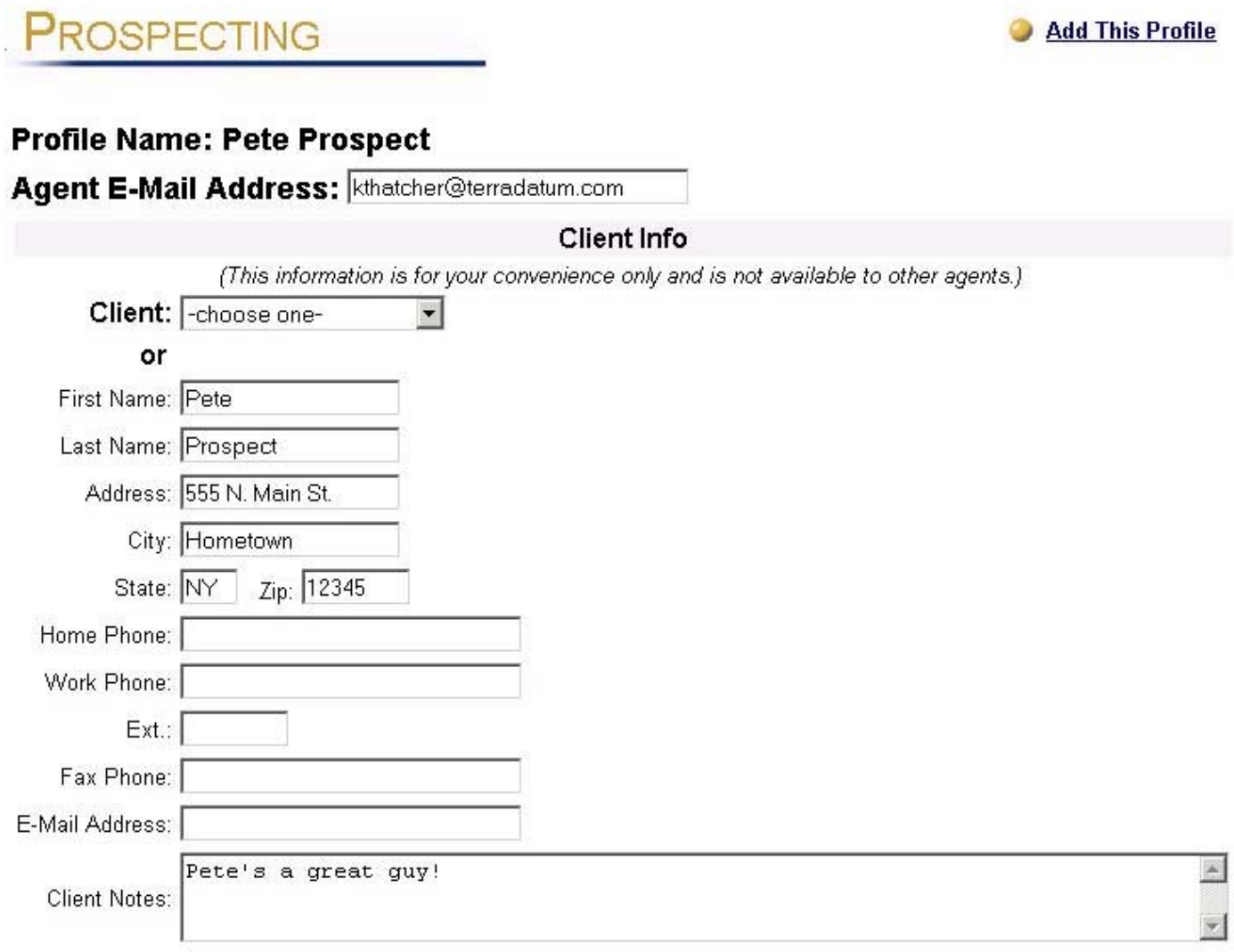
## Add New Prospect

Prospecting allows you to automatically track various activity in the MLS for your clients. When you add a new prospect, you are storing the client's information along with the property search criteria. It can also be used to track activity in the agent's 'farm' or to track expired listings or activity in specific price ranges. The system compares those criteria against all new and changed listings.

The system will automatically notify you at login if there are any new or changed listings that match your prospect's search criteria. In addition, the system can e-mail you a private notification if any matches have occurred.

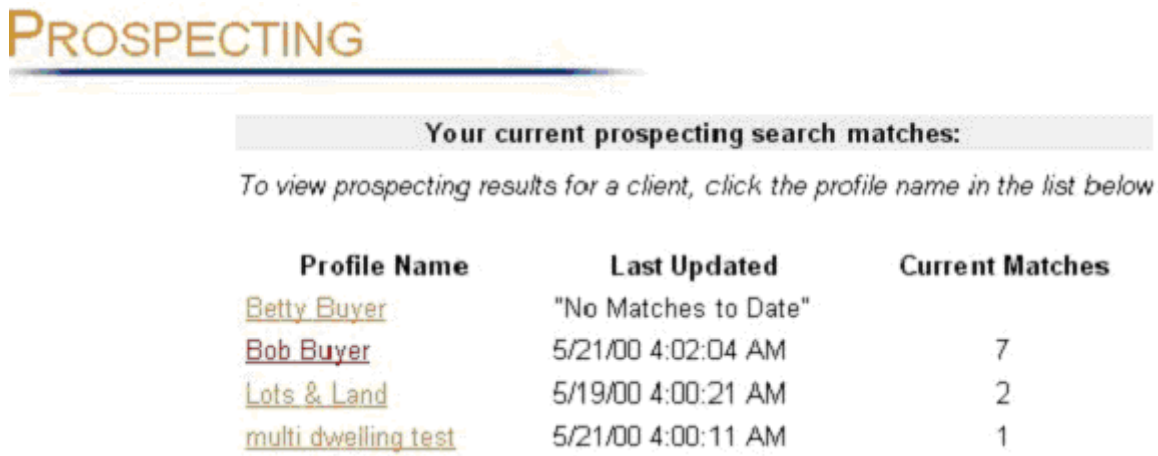
After you have entered the search criteria at the Advanced Search screen, click on Save As, type in the profile name and click Save. .

- Enter **Prospect Name** or choose from the client drop-down list. (Please note that the Client Info does not need to be completed if you have selected a client from the drop-down list.)
- Enter the **Agent E-Mail Address** if you would like to be notified via your personal e-mail of any new or changed listings that match your search criteria.
- Click on **Add This Profile**.

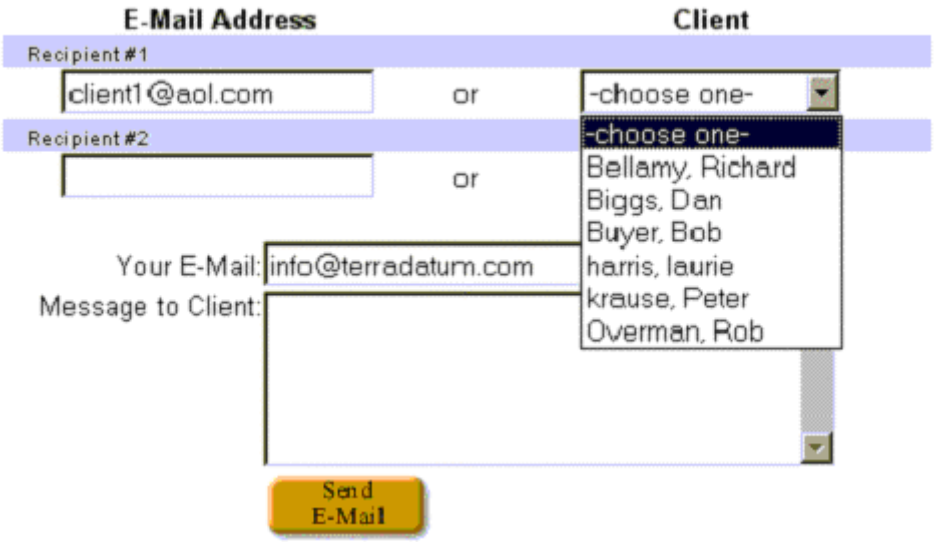


## Matches

Select **Matches** to view your current prospecting results for a particular client. Simply click on the profile name in the list to see the properties. *Denotes that the matches have not been viewed.

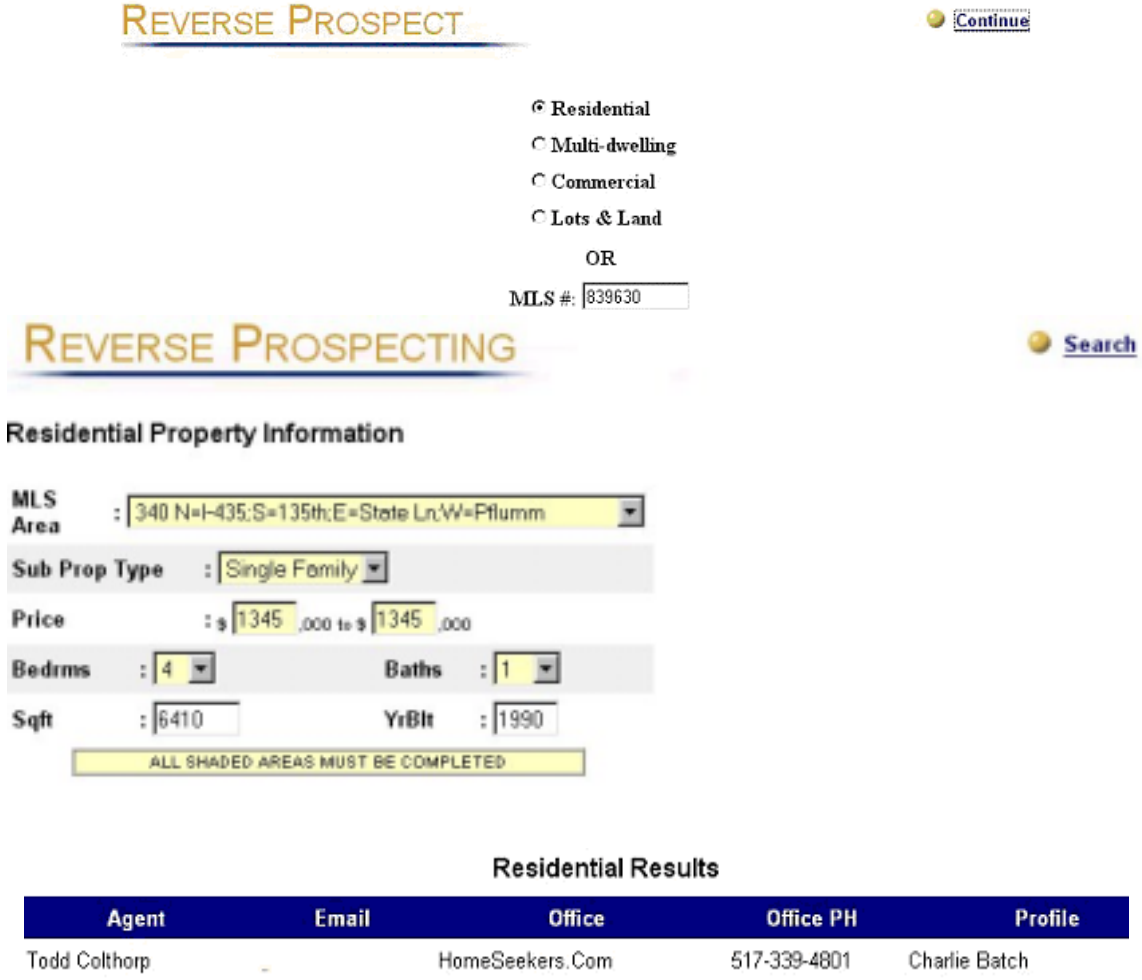



You can then e-mail your prospect the new listings that were found.



## Reverse

Agents with a new listing can select the category and enter the MLS# if desired. Click **Continue** and the property information will automatically appear if the MLS# was entered. If not, select the proper area and required criteria then click on **Search**. The system will identify those agents with prospects looking for a property that matches your listing. This allows the listing agent to "target market" likely buyer's agents. The system will automatically give you the agent's name, email address (as a link), office name and phone number and the profile name.



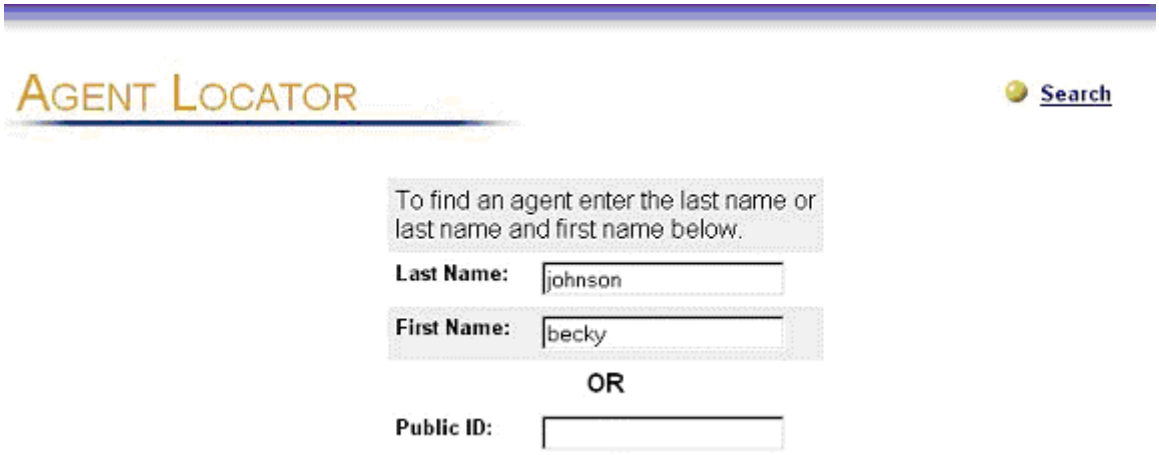

## Change Criteria

To modify your client information or change the search criteria, select the profile from the drop-down pick list and click **View/Edit**. You can also **Delete** a prospect or **Add a New** one from this menu.

# MLS Roster

## Agents

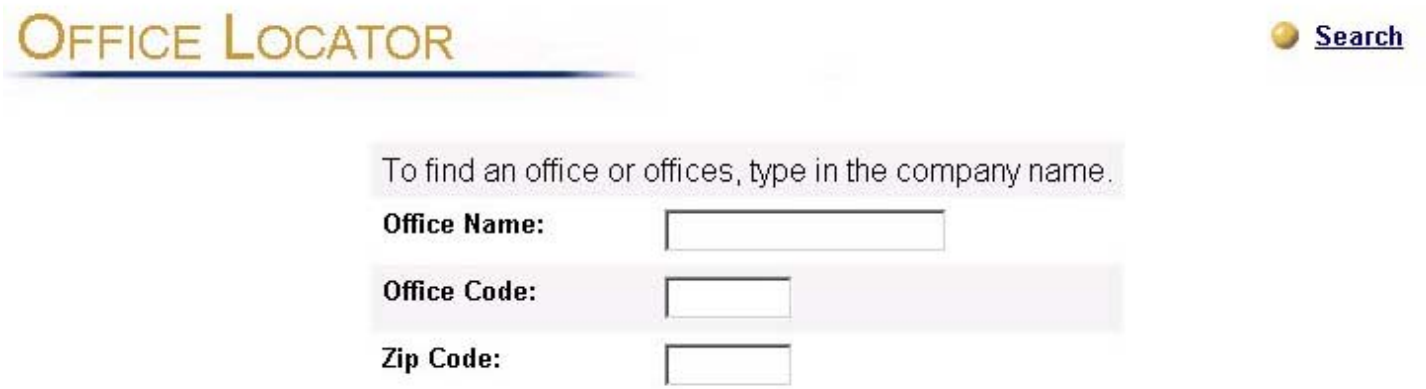
The **Agent Locator** provides search functionality for locating agents and their information. Enter the last name, or last name and first name in the appropriate boxes. Agent Locator is a "starts with" or partial name search. For example, if "Jo" is typed in the last name box, you will find agents with the last name of Johnson, Jones, Joy, etc. The **Public** or **Agent ID** can also be entered.



In addition to all of the pertinent agent information, there are hyperlinks to View Agent's Listings and View all Office Agents (agents within that particular office). You can also link to the agent's web site and e-mail address.

## Offices

To locate contact information about an office, type in Office Name, Office Code or Zip Code if appropriate.



The office record supplies office name, office code, address, phone and fax numbers. By clicking on **View all Office Agents**, a list of all agents associated with that office will appear.

# Toolkit

## Contacts

The **Contacts** program allows you to input confidential information for new clients, prospects and contacts and modify the information for existing ones. All prospects are automatically added to the contact manager when they are "saved". You can also keep a **log** of conversations or notes regarding each client for future reference. Notice the contact's e-mail address is a link, which gives you the ability to e-mail from this screen. You can also view all e-mails that were sent to a particular contact by clicking on View Sent E-mails.

# E-Card

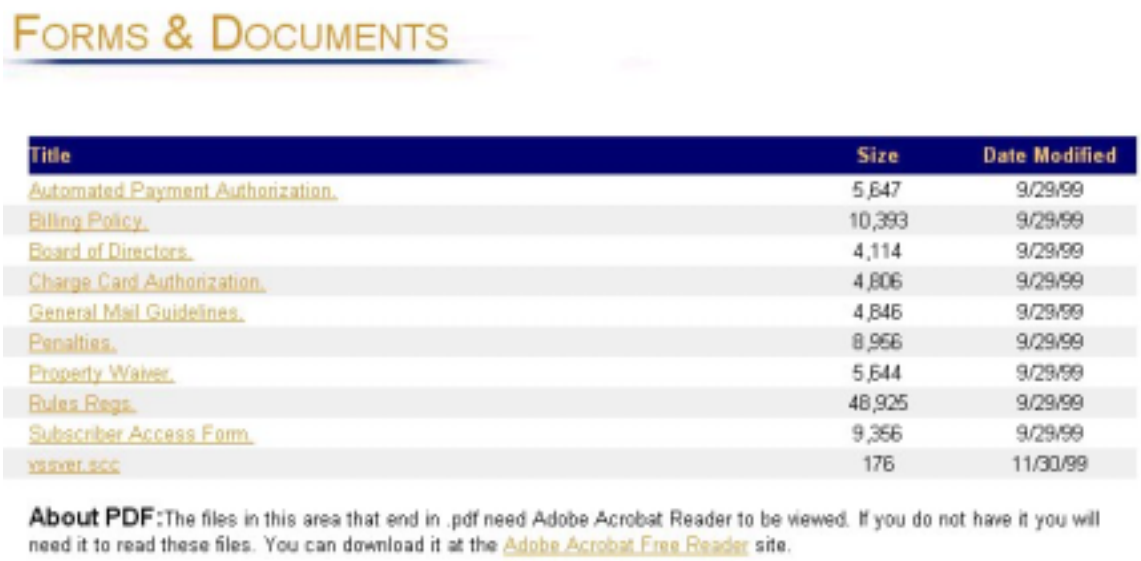
E-card allows you to create and maintain an **electronic business card** containing your photo, contact information and specified Internet links. The e-card can then be mailed to clients in conjunction with certain reports. You can **Create/Edit**, **View** and **Remove** your e-card at any time.

Notice the special links on the e-card. Your client can view all of your current active listings by clicking on **My Listings** or reply to your e-card by clicking on **Email Me**. Plus, you can add up to four Internet links of your choice.

E-CARD - REVIEW
Accept this page
Revise Content
I Love REal Estate!!
Joe Happe
Regional Sales Manager
HomeSeekers.Com
4945 Willow Creek Drive
Woodstock, GA
Voice: 800-255-2064 (access code 00)
Fax 770-591-4066
My Listings
Email Me
Every member of the MLS will have an "electronic business card" like the one you are looking at of mine. This helps provide a professional internet presence for all of the members.
Other Helpful Internet Real Estate Links
HomeSeekers.com
Lender Rates

## Forms & Documents

This module contains forms and documents created by your MLS provider for your convenience. The following is a sample of the forms and documents that might be added to your system. Please note that you must have **Adobe Acrobat Reader** installed on your computer before you can view these documents.



FORMS & DOCUMENTS

| Title | Size | Date Modified |
|---|---|---|
| Automated Payment Authorization. | 5,647 | 9/29/99 |
| Billing Policy. | 10,393 | 9/29/99 |
| Board of Directors. | 4,114 | 9/29/99 |
| Charge Card Authorization. | 4,806 | 9/29/99 |
| General Mail Guidelines. | 4,846 | 9/29/99 |
| Penalties. | 8,966 | 9/29/99 |
| Property Waiver. | 5,644 | 9/29/99 |
| Rules Regs. | 48,925 | 9/29/99 |
| Subscriber Access Form. | 9,366 | 9/29/99 |
| vsever.scc | 176 | 11/30/99 |

**About PDF:** The files in this area that end in .pdf need Adobe Acrobat Reader to be viewed. If you do not have it you will need it to read these files. You can download it at the Adobe Acrobat Free Reader site.

# Export

The export function allows you to define and export a set of listings. The export is in ASCII text, comma-delimited format (.csv) and may include images if requested. Listing and image data are exported together as a "zipped" data file, and may be emailed or posted to an FTP site.

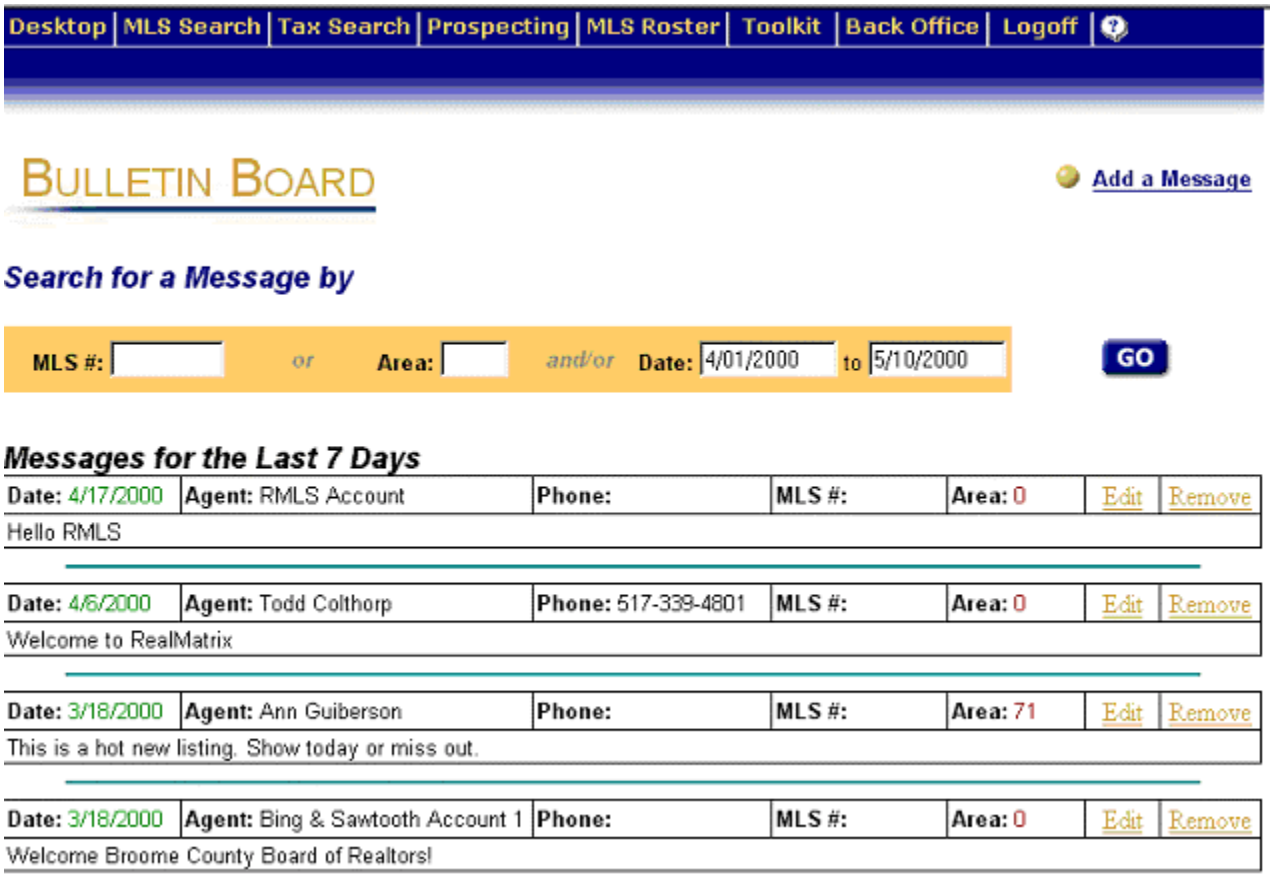
- From the Report drop-down list, select Export and click GO.
- Select an export definition and GO.

EXPORT
Select an export definition:
Export - MLS Windows
GO
Select an export definition then click on "GO" to export 2 records...
EXPORT
Select a report:
Edit Report
GO
Include Photo
EXPORTING DATA NOW...
NOTE: If you click on 'Stop' or 'Back' or in any way move away from this page while the creation of the export file is in progress the export will be terminated. Once the export file has been fully created you will be given a choice of download options.
Progress: 2 of 2 (100%)
2 records have now been exported.
DOWNLOAD OPTIONS
1. Download Now
To download the data now click on the link below and use the 'save this file to disk' option presented by your browser. If you are using Internet Explorer and have Excel installed you can also use the 'open' option to view the data now in Excel. You cannot edit the data unless saved to your local computer.
rltmg.csv
2. Send now by E-Mail
To send the exported file by E-Mail complete this form and click the 'Send' button.
E-Mail to:
Your E-Mail:
info@terradatum.com
Message:
Delete file after transfer:
Send
3. Send now to FTP site
To send the exported file by FTP complete this form and click the 'Transfer' button.
FTP Server:
Username (if not 'anonymous'):
Password (if not 'anonymous'):
Filename on FTP site:
rltmg.csv
Delete file after transfer:
Transfer

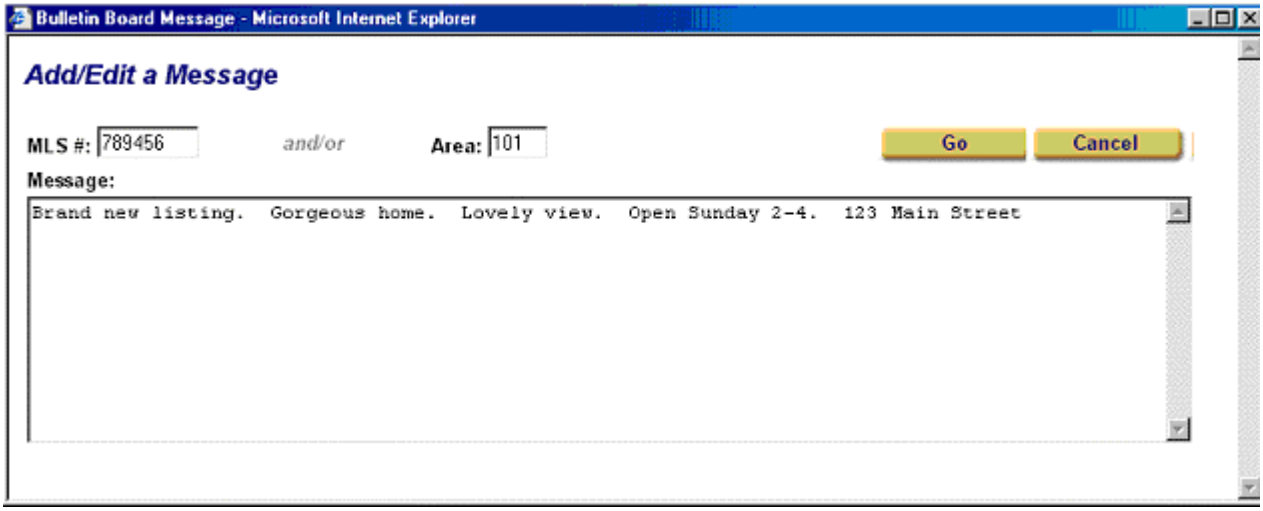
# Bulletin Board

The Bulletin Board is a message center for the entire MLS.

- The messages are automatically displayed from the past **7** days.
- You can search for messages by MLS #, Area #, Specific Date (ex. 12/25/2000 to 12/25/2000) or Date Range. Click on **GO**.
- You can change your original message, by clicking on **Edit**.
- To delete a message, click on **Remove**.


Desktop | MLS Search | Tax Search | Prospecting | MLS Roster | Toolkit | Back Office | Logoff
BULLETIN BOARD
Add a Message
Search for a Message by
MLS #: or Area: and/or Date: 4/01/2000 to 5/10/2000
GO
Messages for the Last 7 Days
Date: 4/17/2000 Agent: RMLS Account Phone: MLS #: Area: 0 Edit Remove
Hello RMLS
Date: 4/6/2000 Agent: Todd Colthorp Phone: 517-339-4801 MLS #: Area: 0 Edit Remove
Welcome to RealMatrix
Date: 3/18/2000 Agent: Ann Guiberson Phone: MLS #: Area: 71 Edit Remove
This is a hot new listing. Show today or miss out.
Date: 3/18/2000 Agent: Bing & Sawtooth Account 1 Phone: MLS #: Area: 0 Edit Remove
Welcome Broome County Board of Realtors!

To send a message, click on **Add a Message**, type your message, and then click **Go**.


Bulletin Board Message - Microsoft Internet Explorer
Add/Edit a Message
MLS #: 789456 and/or Area: 101
Go Cancel
Message:
Brand new listing. Gorgeous home. Lovely view. Open Sunday 2-4. 123 Main Street

# Flyer

This module lets you create a professional looking flyer that you can **e-mail** to your client or **print** for handouts. You can customize the flyer by adding your own picture of the property or by using the MLS photo.

- Type in MLS#, click on **AutoFill** and the listing data will automatically download.
- Type in the **Title** for your flyer. You can choose to make the print **Bold** and/or *Italic*.
- Add your own **Bullets** and **Comments**.
- Check **Include My Photo** and **Include Office Logo** if you want them to appear on your flyer.

# NEW LISTING!!

**12345 Grand Street**
**Aloha**

**$1,200,000**

**4 Bedrooms 4 Baths 1 Half Baths**

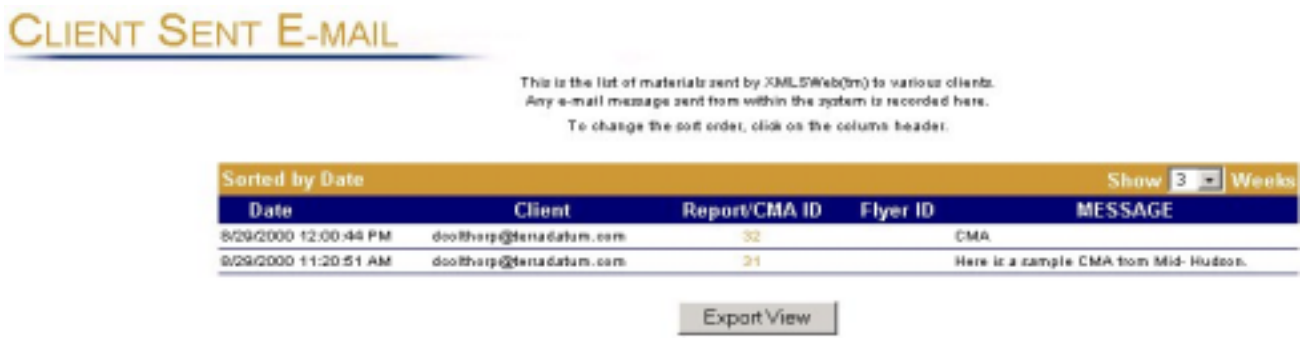
- Hardwood Floors
- Updated Kitchen
- Haunted
- Pool
- Cabana
- Cabana Boy

**Location, location, location**

**Developer Account**
**HomeSeekers.Com**
**2241 Park Place**
**Minden, NV 89423**
**775-782-2977**

## Sent E-Mail Log

E-mails sent from the system are stored in the Sent E-Mail tracking log. Therefore, you always have a record of all documents sent to your clients via e-mail. You can also export this log to a spreadsheet by clicking on Export View.



CLIENT SENT E-MAIL

This is the list of materials sent by XMLSWeb(tm) to various clients.
Any e-mail message sent from within the system is recorded here.
To change the sort order, click on the column header.

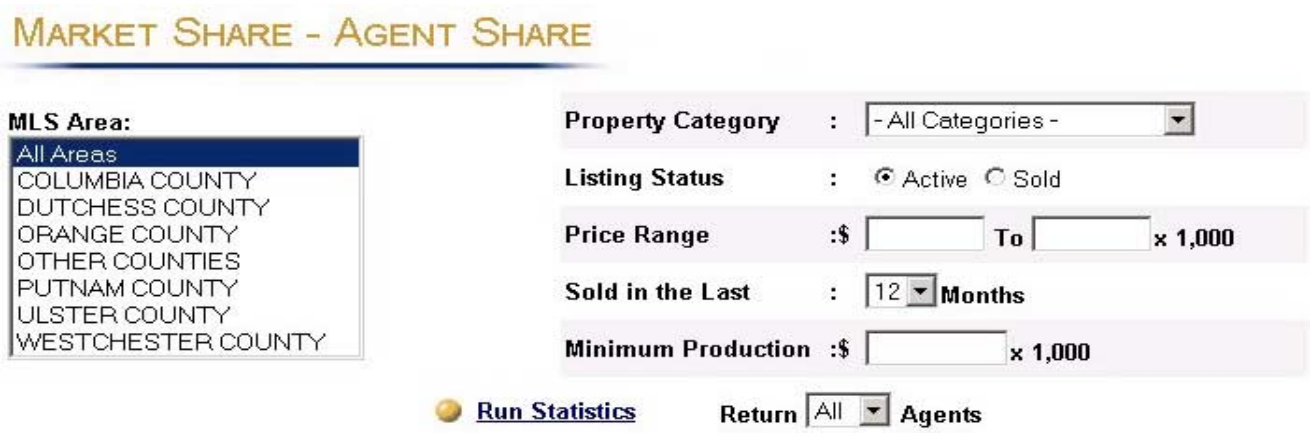
Sorted by Date — Show 3 Weeks

| Date | Client | Report/CMA ID | Flyer ID | MESSAGE |
|---|---|---|---|---|
| 8/29/2000 12:00:44 PM | doolthorp@tenadatum.com | 32 | | CMA |
| 8/29/2000 11:20:51 AM | doolthorp@tenadatum.com | 31 | | Here is a sample CMA from Mid- Hudson. |

Export View

## Market Share

- **Agent Market Share** gives you stats by agent, which includes ranking, total number of listings, total listing amounts and average list price. Just select the appropriate criteria and click on **Run Statistics.**



MARKET SHARE - AGENT SHARE

MLS Area:
All Areas
COLUMBIA COUNTY
DUTCHESS COUNTY
ORANGE COUNTY
OTHER COUNTIES
PUTNAM COUNTY
ULSTER COUNTY
WESTCHESTER COUNTY

Property Category : - All Categories -
Listing Status : Active Sold
Price Range :$ To x 1,000
Sold in the Last : 12 Months
Minimum Production :$ x 1,000

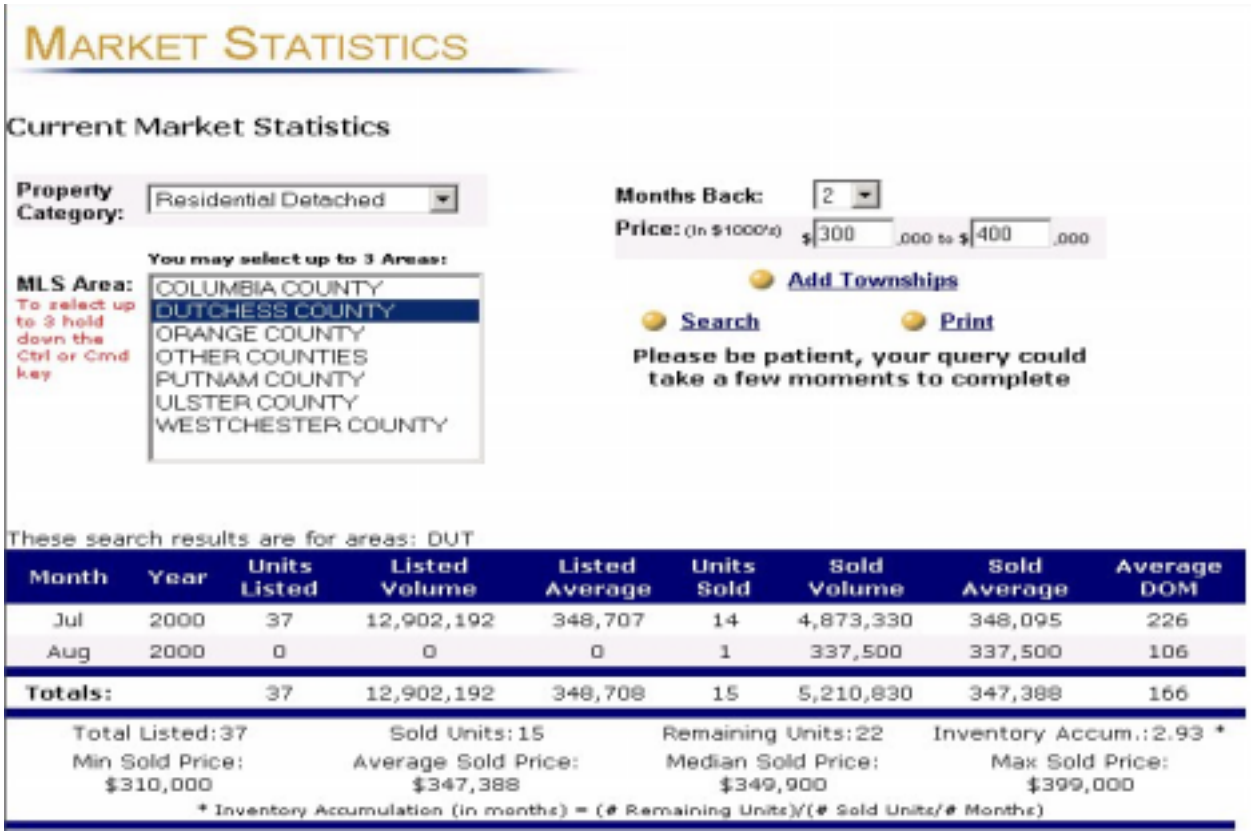
Run Statistics  Return All Agents

Agent Active Stats ◆ Area(s): All

| Agent | # | List Sides | List Amount | List Avg |
|---|---|---|---|---|
| Koehler | 1 | 81 | $27,484,750 | $339,317 |
| Jarvis | 2 | 61 | $15,286,800 | $250,603 |
| Jacquin | 3 | 81 | $12,812,851 | $158,183 |
| Perfect | 4 | 32 | $12,267,161 | $383,973 |
| Rackley | 5 | 1 | $11,200,000 | $11,200,000 |
| Hughes | 6 | 33 | $9,953,997 | $301,636 |
| Spencer | 7 | 19 | $9,275,995 | $488,210 |
| Hauck | 8 | 25 | $8,592,199 | $343,687 |
| Ashner | 9 | 33 | $8,260,900 | $250,936 |
| Boler | 10 | 43 | $8,244,980 | $191,743 |

- Select **Office Market Share** to see listing stats by office. Enter the appropriate criteria and click **Run Statistics**.

- **Market Statistics** gives you the current market trends in up to three areas. You can also search by property type. Months back and price. Click on Search to get the search results.

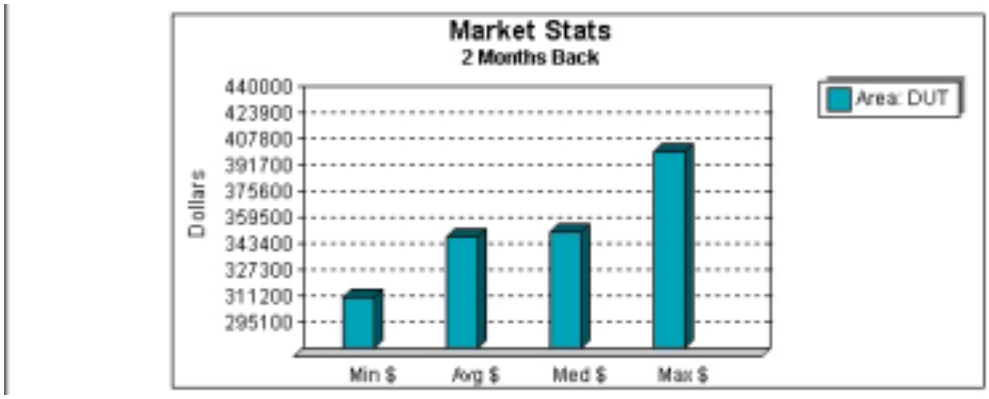



| Month | Year | Units Listed | Listed Volume | Listed Average | Units Sold | Sold Volume | Sold Average | Average DOM |
|---|---|---|---|---|---|---|---|---|
| Jul | 2000 | 37 | 12,902,192 | 348,707 | 14 | 4,873,330 | 348,095 | 226 |
| Aug | 2000 | 0 | 0 | 0 | 1 | 337,500 | 337,500 | 106 |
| **Totals:** | | 37 | 12,902,192 | 348,708 | 15 | 5,210,830 | 347,388 | 166 |

Total Listed: 37 | Sold Units: 15 | Remaining Units: 22 | Inventory Accum.: 2.93 *

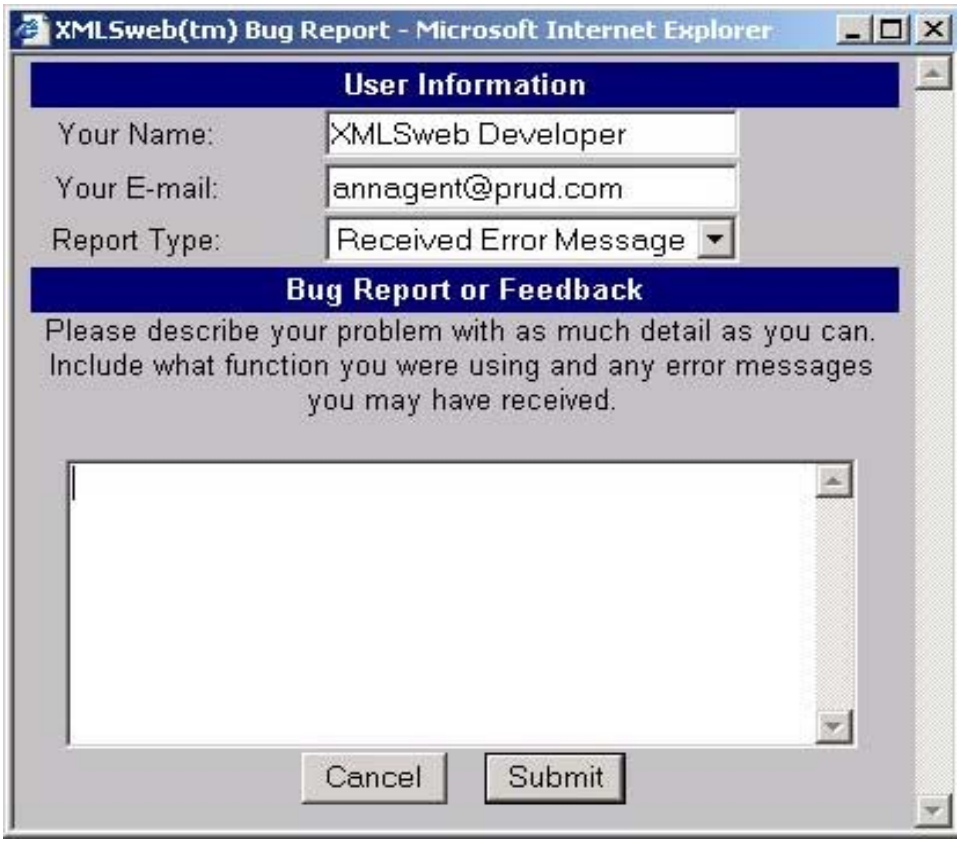
Min Sold Price: $310,000 | Average Sold Price: $347,388 | Median Sold Price: $349,900 | Max Sold Price: $399,000

* Inventory Accumulation (in months) = (# Remaining Units)/(# Sold Units/# Months)



# Bug Reporting

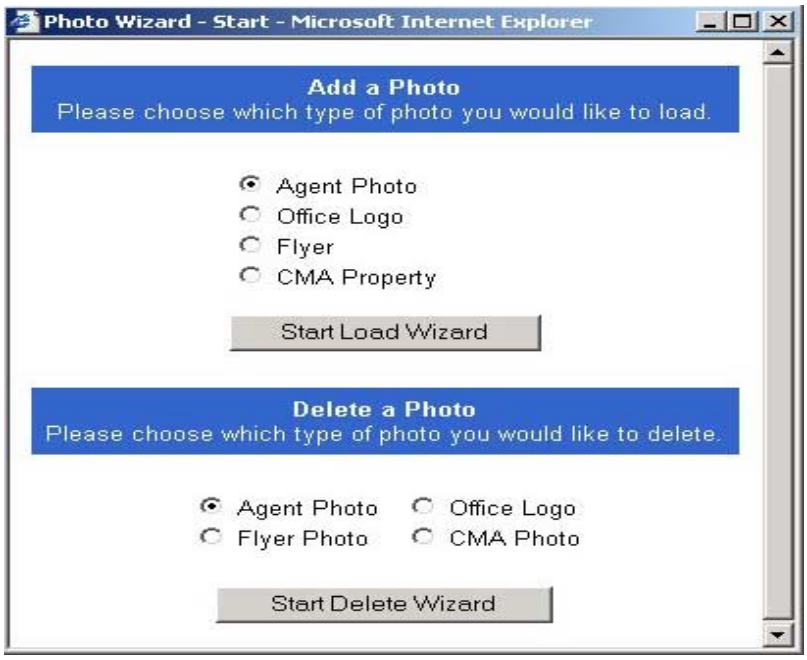
Use this function to report problems in the system in detail to your MLS.  Describe the problem in as much detail as you can and click Submit.

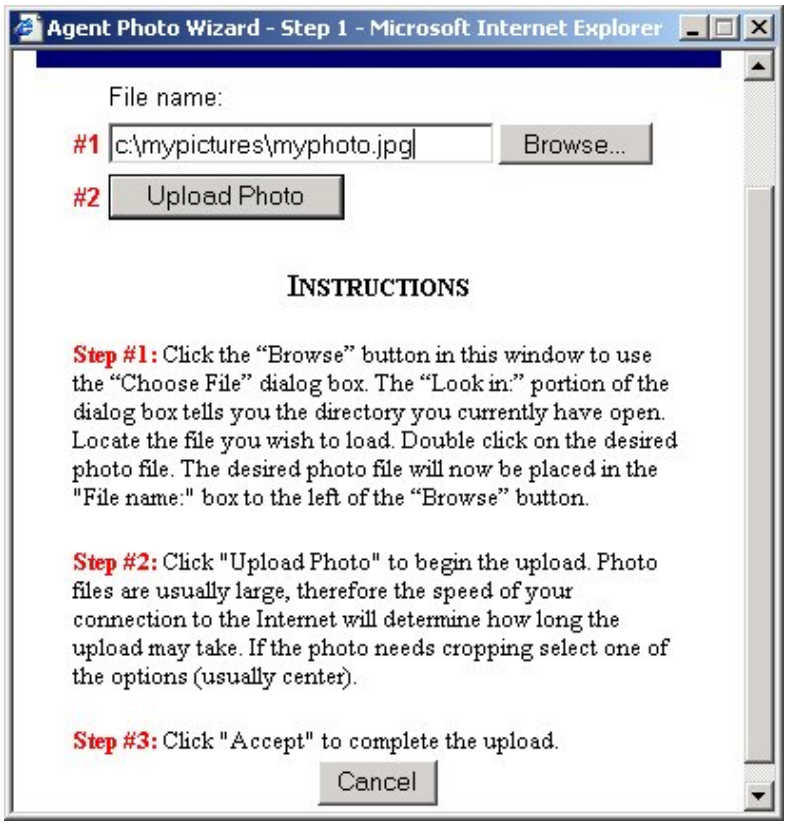

XMLSweb(tm) Bug Report - Microsoft Internet Explorer
User Information
Your Name:
XMLSweb Developer
Your E-mail:
annagent@prud.com
Report Type:
Received Error Message
Bug Report or Feedback
Please describe your problem with as much detail as you can. Include what function you were using and any error messages you may have received.
Cancel
Submit

# Back Office

## Site Admin

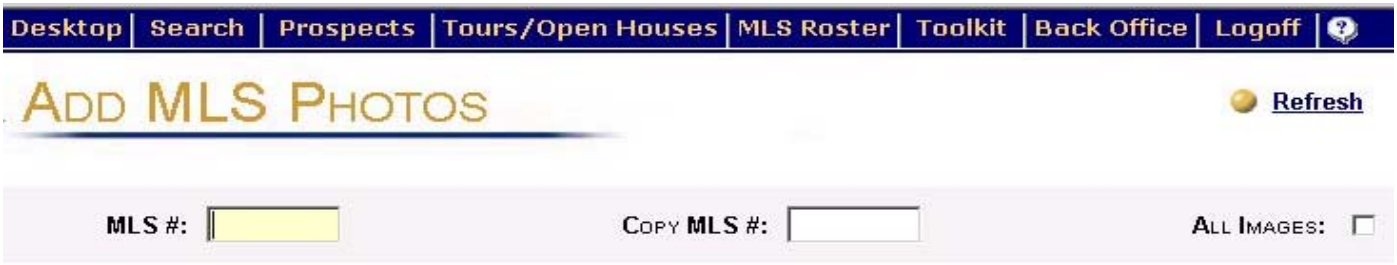
- **Load/Delete a Photo**
  Choose the photo type you would like to load or delete. You can load/delete an Agent Photo, Office Logo, Flyer Photo or a CMA Subject Property Photo. Click on Start Load Wizard for instructions to add a photo.





Agent Photo Wizard - Step 1 - Microsoft Internet Explorer
File name:
#1
c:\mypictures\myphoto.jpg
Browse...
#2
Upload Photo
INSTRUCTIONS
Step #1: Click the "Browse" button in this window to use the "Choose File" dialog box. The "Look in:" portion of the dialog box tells you the directory you currently have open. Locate the file you wish to load. Double click on the desired photo file. The desired photo file will now be placed in the "File name:" box to the left of the "Browse" button.
Step #2: Click "Upload Photo" to begin the upload. Photo files are usually large, therefore the speed of your connection to the Internet will determine how long the upload may take. If the photo needs cropping select one of the options (usually center).
Step #3: Click "Accept" to complete the upload.
Cancel

- **Add MLS Photos**

This module is designed to add a photo or multiple photos for listings or copy a photo from one listing to another. To add a photo, enter the *MLS#* and click on Refresh. To copy a photo, enter the old MLS# and the new MLS# in *Copy MLS#.* Click Refresh. If you are copying more than one photo, check *All Images*.



## Inventory

The Inventory module provides agent and office reports of all listing data. Inventory is a record of all **your** listings in the MLS and also a record of all the office listings if you are the Office Manager or Broker. You can view your active, in-house sold, co-broker sold, pending, expired and withdrawn listings individually. **Click** on the desired status.

You can limit your inventory search by minimum and maximum list date or leave blank for all. Enter the appropriate office or agent code. Click on the **Search** button to see the results.

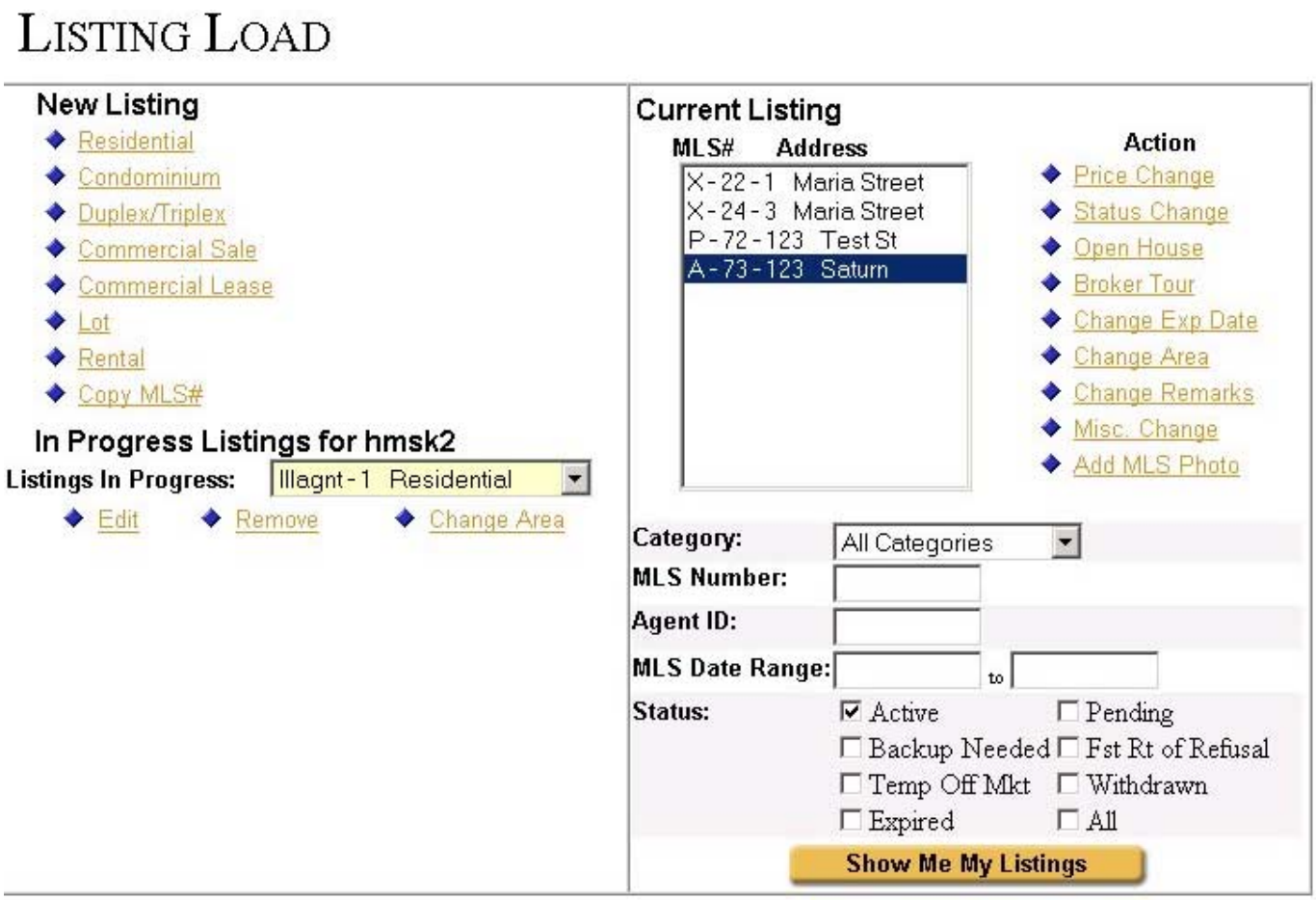
INVENTORY SEARCH
Search
Active Inventory
Min List Date (ex: 10/21/1998): 9/6/2000 (One Week Ago)
Max List Date (ex: 4/3/1999): 9/13/2000 (Today)
Office Code:
Agent Code: 3456
Sort By: Status Date Address Agent Name

# Listing Load

**Listing Load** is the module that allows you to add a new listing, change listing information and make contractual changes such as status or price at any time. You can also save a partial listing and finish it later. Another option is **Copy MLS#** which allows you to copy an existing off-market listing such as withdrawn or expired. You will be prompted to enter the "MLS Number to Copy to a New Listing in Progress" where you can **Edit** the information and receive a new MLS#. You can only "copy" your own listings.

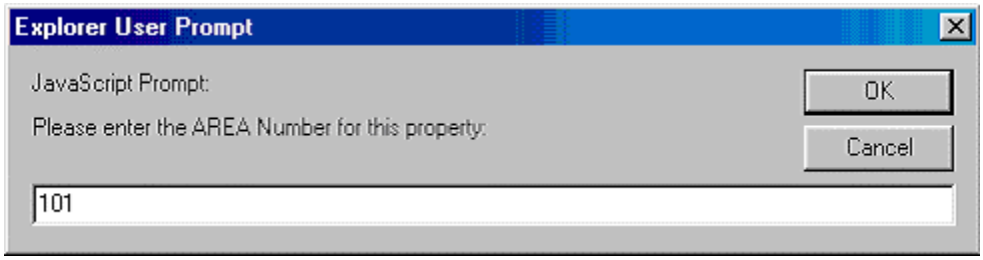
- **Add a New Listing**

  To **add** a new listing, you must first select a property category i.e. Residential or Commercial Sale.



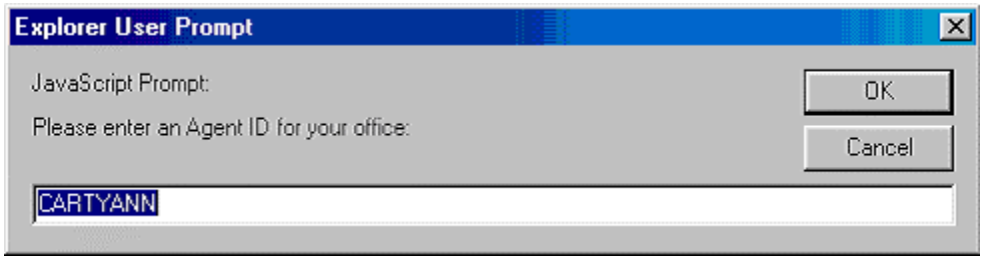
***The following Java Script Prompts will appear:***

Enter the **Area Number** for the property that you are listing and click OK.




***If you are logged in as a Broker, will you have to enter the Agent and Office ID. Agents will not be prompted for this information.***

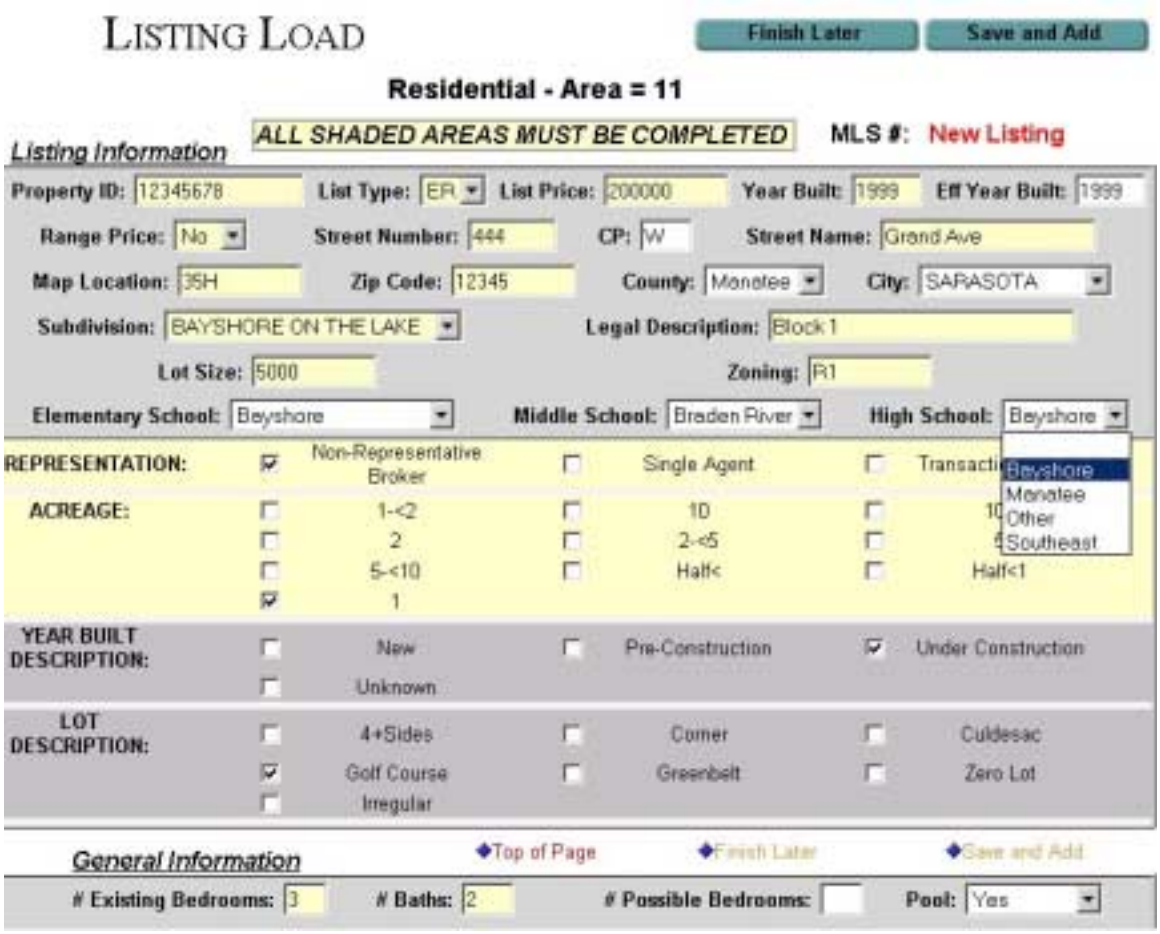
Enter the **Listing Agent ID** and click OK.




Enter the **Office ID** and click OK.

You will then have the option to search the Tax Database by entering the search criteria and selecting the correct parcel for the property. Click on the listing load icon to the right of the parcel record, and specified fields will autofill from the property's tax record into the listing load page. Any erroneous data can be overwritten.

The Listing Load screen will appear, which corresponds to the listing input sheet. Enter the appropriate information in each box by typing, using the drop-down pick lists or simply checking the box(es) next to the selection. Please note that all shaded (yellow) areas must be completed. (Please note you will have **60** minutes to complete the listing before you will be logged out.)




When you are finished entering all of the listing information, click on **Save and Add** and the system will validate the field entries. (If any required fields are incomplete, a box will appear with the invalid or missing entries). Your new listing will be assigned the MLS#. You will then be asked if you would like to "View the Full Listing". You can select OK to view and/or print the full detail report and obtain the MLS#, or Cancel to return back to the main listing load menu.

If for some reason you are unable to complete the listing, click on **Finish Later** to save the information already entered.

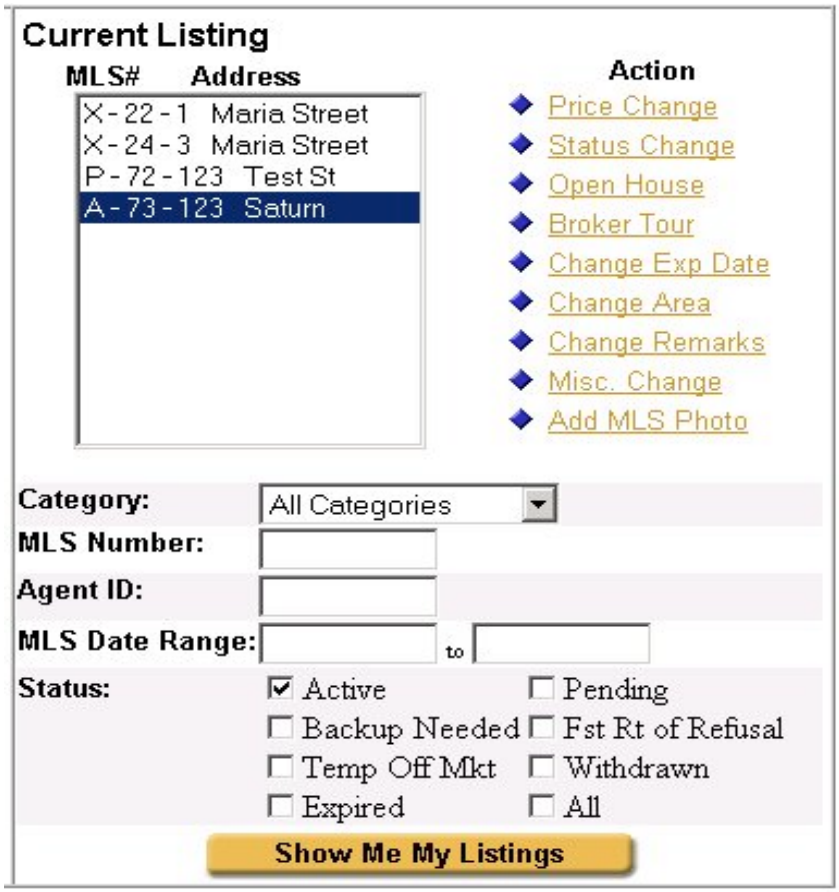
- **Finish Adding a Listing**

If you have chosen to finish your listing at a later time, you will notice a new prompt on the Listing Load menu under the New Listing property categories.

There will be a drop-down list for all **In Progress Listings**. Highlight the appropriate listing and select **Edit** to finish adding the listing, **Remove** the listing or **Change Area**. Please note that you can only "save" one listing per property category at a time to finish later.

- **Change Listing Information**

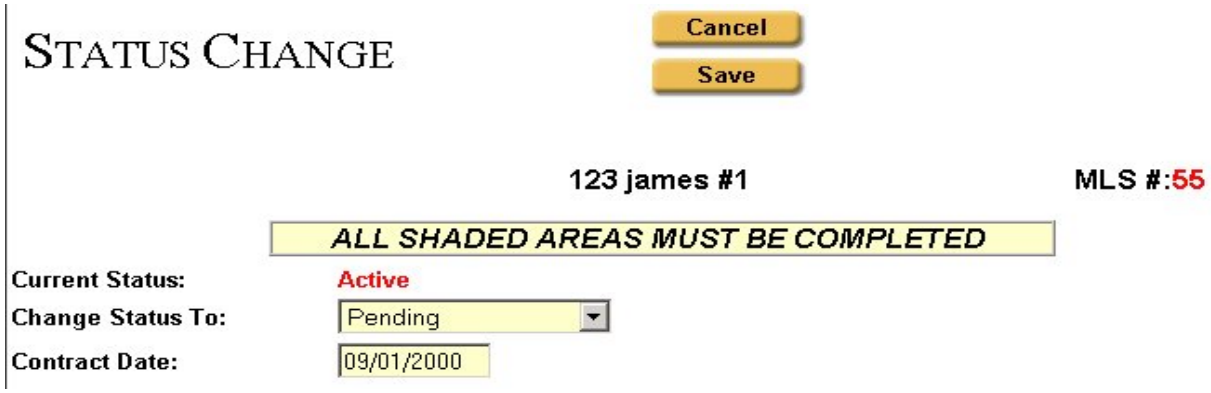
You can also **change** the status of a listing, price or expiration date, listing remarks and open house/tour information in a quick single process. The last 10 records you added or changed in the system will appear in the **Current Listing** box (brokers will see last 10 records for the whole office). If the listing you want to change is not displayed, select the appropriate status and click on **Show Me My Listings.** Scroll through the listings and highlight the one you want to change. You can also bring up your listings by date range or entering the MLS number. Select the **Action** you would like to change. The list of available options will be different based on your access rights.



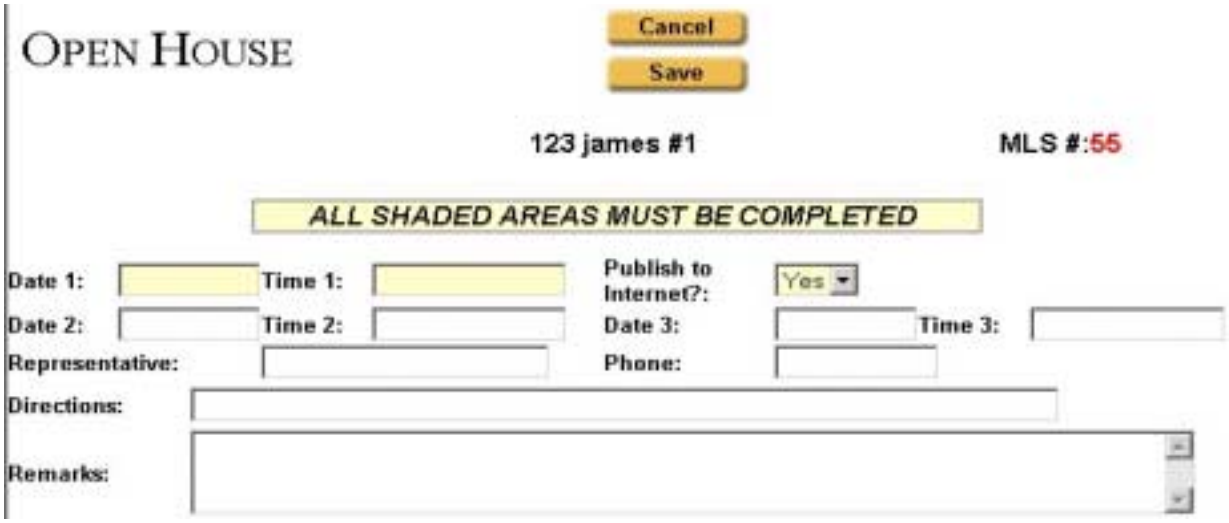
***Sample screens of Action changes:***

To change the **Price** on a listing, enter the new price at the Java Script Prompt and click OK.

You can change the **Status** of a listing by choosing the appropriate status from the drop-down list, entering the contract date and clicking on Save.




To add an **Open House** to your listing, fill in the information and click Save.



***Action Definitions:***

- Price Change

Reduce or increase the current list price.

- Status Change

Allows you to make a status change to a listing.

- Open House

Add an open house to Residential or Multi-Unit listings

- Broker Tour

Add a broker tour to Residential or Multi-Unit listings.

- Change Area

Change the area on a listing. This will change the options associated with the new area. You will be required to change any invalid entries after the new area change.

- Change Remarks

Change listing agent and public remarks.

- Misc. Change

Loads the entire input page and the user can modify any load field.